Purchasing Orders
User Manual

TBS Group, Clinical Engineering Technical Operations

Steps and orders status 1

ACTION	ORDER STATUS	COMPETENCY
AFTER ORDER FILLING ON ePOD WEBSITE	R= AWAITING FOR LOCAL APPROVAL	LABORATORIO SIC AMM: SITE ADMINISTRATIVE TEC: TECHNICIAN RP: SITE MANAGER RCO: OPERATING CENTRE RESPONSIBLE (RCO) ACQ_TEC: CENTRAL PURCHASE OFFICE, TECHNICAL DIVISION
AFTER LOCAL APPROVAL IS DONE	L= AWAITING FOR TECHNICAL APPROVAL	LABORATORIO SIC AMM: SITE ADMINISTRATIVE (if delegated from RCO) TEC: TECHNICIAN ((if delegated from RCO) RP: SITE MANAGER (if delegated from RCO) RCO: OPERATING CENTRE RESPONSIBLE (RCO) ACQ_TEC: CENTRAL PURCHASE OFFICE, TECHNICAL DIVISION

Steps and orders status 2

ACTION	ORDER STATUS	COMPETENCY
AFTER TECHNICAL APPROVAL IS DONE (in order to evaluate if there is a better way to purchase or to do intervention, before the final approval)	K= AWAITING FOR FINAL APPROVAL	CENTRALE OFFICE ACQ_TEC: CENTRAL PURCHASE OFFICE, TECHNICAL DIVISION DIC: TECHNICAL MANAGMENT DEP.

Steps and orders status 3

ACTION	ORDER STATUS	COMPETENCY
AFTER FINAL APPROVAL IS DONE	A= AWAITING TO BE FORWARDED TO SUPPLIER	CENTRALE OFFICE ACQ_TEC: CENTRAL PURCHASE OFFICE, TECHNICAL DIVISION DIC: TECHNICAL DIVISION
AFTER FAX TRANSMISSION TO SUPPLIER	I= AWAITING FOR DELIVERY/INTERVENTION	CENTRALE OFFICE ACQ_AMM: CENTRAL PURCHASE OFFICE, ADMINISTRATIVE DIVISION
IF ORDER IS "BLOCKED", IF LOCALLY OR CENTRALLY NOT APPROVED . LOCAL MANAGER OR CENTRAL TECHNICAL MANAGER SHOULD CORRECT ORDER	B= AWAITING TO BE AMENDED	CENTRAL WORKSHOP SIC/SITE RCO: OPERATING CENTRE RESPONSIBLE (for local approval) ACQ_TEC: CENTRAL PURCHASE OFFICE TECHNICAL DIVISION(for central approval)

Steps and orders status 4

ACTION	ORDER STATUS	COMPETENCY
ORDER IS TOTALY AND CORRECTLY PROCESSED, THEN PART LIST WILL BE CHECKED AND DN SHOULD BE REGISTRATED	T= AWAITING FOR INVOICE	SIC WORKSHOP AMM: SITE ADMINISTRATIVE TEC: TECHNICIAN RP: SITE MANAGER RCO: OPERATIVE CENTRE RESPONSIBLE
IF ORDER IS PARTIALLY PROCESSED OR IN CASE OF WRONG ORDER, THAN PART LIST WILL BE CHECKED AND DN1, DN2,.. SHOULD BE REGISTRATED	P= AWAITING FOR COMPLET DELIVERY OF PARTS/INTERVENTION	SIC WORKSHOP AMM: SITE ADMINISTRATIVE TEC: TECHNICIAN RP: SITE MANAGER RCO: OPERATIVE CENTRE RESPONSIBLE ACQ_AMM: CENTRAL PURCHASE OFFICE, ADMINISTRATIVE DIVISION

Steps and orders status 5

ACTION	ORDER STATUS	COMPETENCY
PURCHASE OFFICE AFTER RECEIVING DN FROM SITE AND INVOICE FROM SUPPLIER, WILL REGISTER AND CLOSE INVOICE	C= CLOSED	CENTRAL OFFICE ACQ_AMM: CENTRAL PURCHASE OFFICE, ADMINISTRATIVE DIVISION
IF CENTRAL PURCHASE OFFICE RECEIVES INVOICE FROM SUPPLIER BUT NOT YET DN FROM SITE	F= AWAITING TO RECEIVE DN FROM SITE	CENTRAL OFFICE ACQ_AMM: CENTRAL PURCHASE OFFICE, ADMINISTRATIVE DIVISION
IF ORDER IS CANCELLED, NO COST IS CHARGED FOR EFFECTIVE CANCELLATION	X= ORDER CANCELLED	SIC WORKSHOP AMM: SITE ADMINISTRATIVE TEC: TECHNICIAN RP: SITE MANAGER RCO: OPERATING CENTRE RESPONSIBLE ACQ_TEC: CENTRAL PURCHASE OFFICE, TECHNICAL DIVISION ACQ_AMM: CENTRAL PURCHASE OFFICE, ADMINISTRATIVE DIVISION

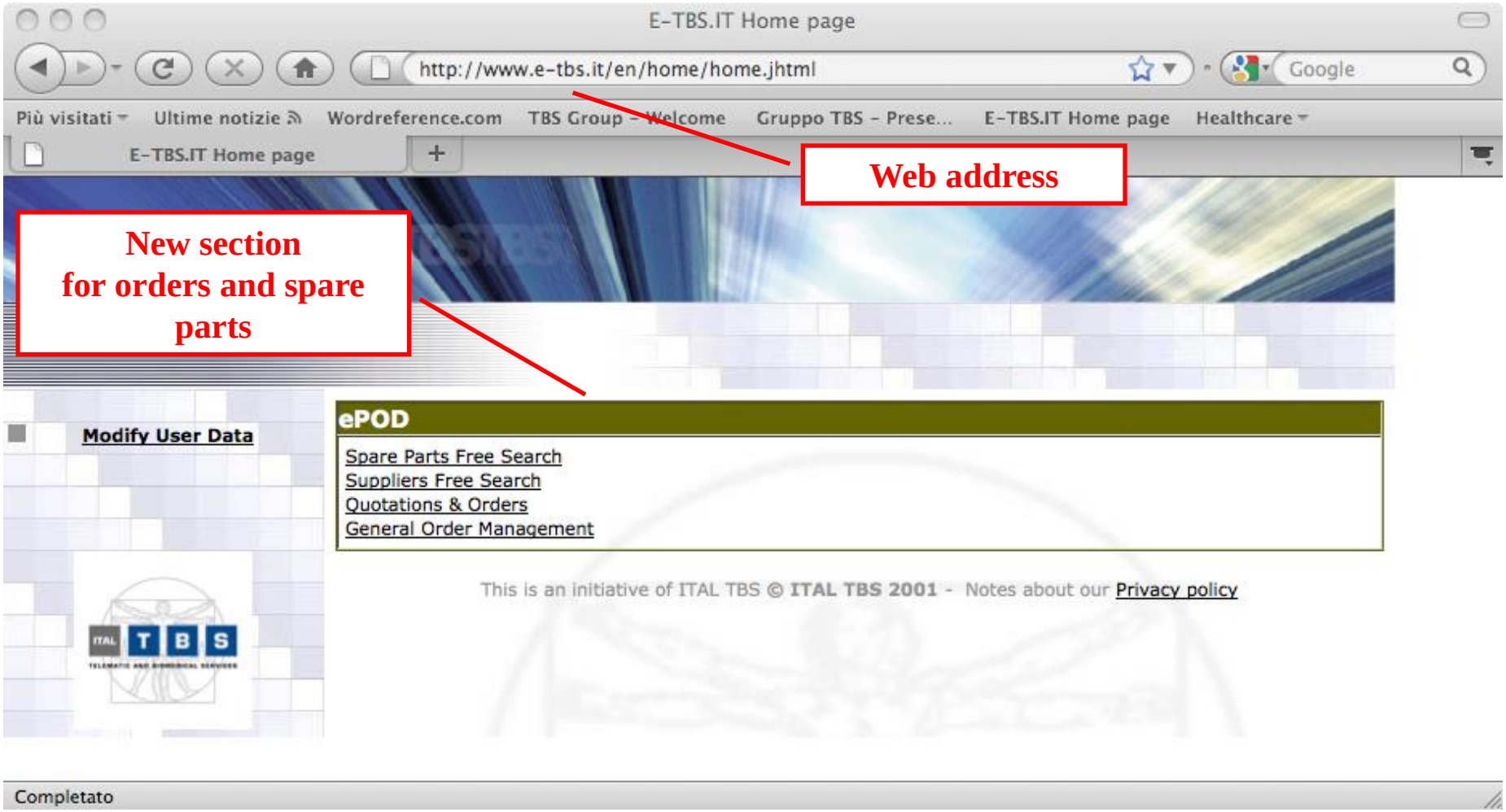
Approval levels

Approval levels goes in increasing order of importance (a level can see and manage who stays in levels above):

- **L1 (site ADMIN, TECH, RP site manager)**
- **L2 (RCO, RP - TECH – site ADM if delegated by RCO)**
- **L3 (TECH_OFF, TEC_DIR)**

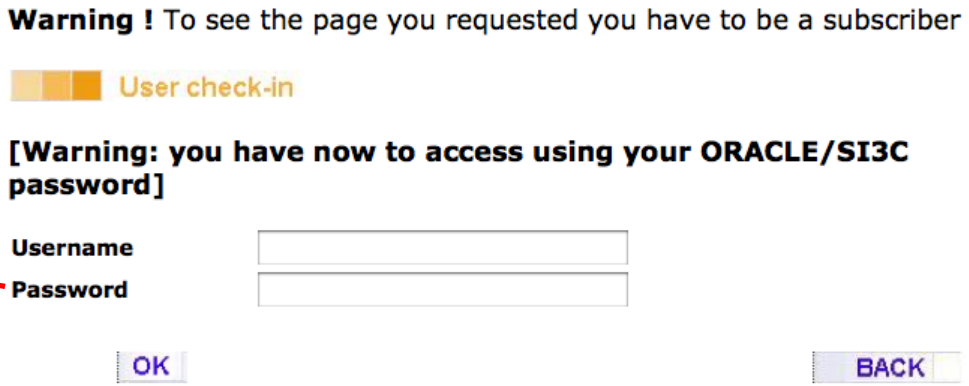
- **LA(ADM_OFF)**

LOGIN


E-TBS.IT Home page
http://www.e-tbs.it/en/home/home.jhtml
Google
Più visitati
Ultime notizie
Wordreference.com
TBS Group – Welcome
Gruppo TBS – Prese...
E-TBS.IT Home page
Healthcare
E-TBS.IT Home page
Web address
New section for orders and spare parts
Modify User Data
ePOD
Spare Parts Free Search
Suppliers Free Search
Quotations & Orders
General Order Management
This is an initiative of ITAL TBS © ITAL TBS 2001 - Notes about our Privacy policy
Completato

LOGIN

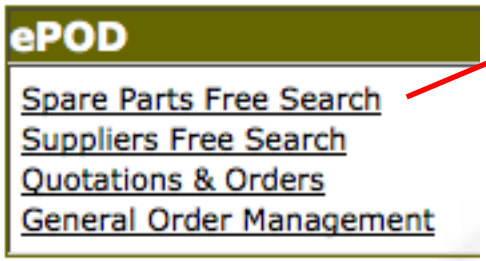
All links take to authentication section


Warning ! To see the page you requested you have to be a subscriber
User check-in
[Warning: you have now to access using your ORACLE/SI3C password]
Username
Password
OK
BACK

Insert Username and Password

N.B.: remember that every user and password identity will enable respective approval level, both to confirm an order or to change it

Spare parts free search

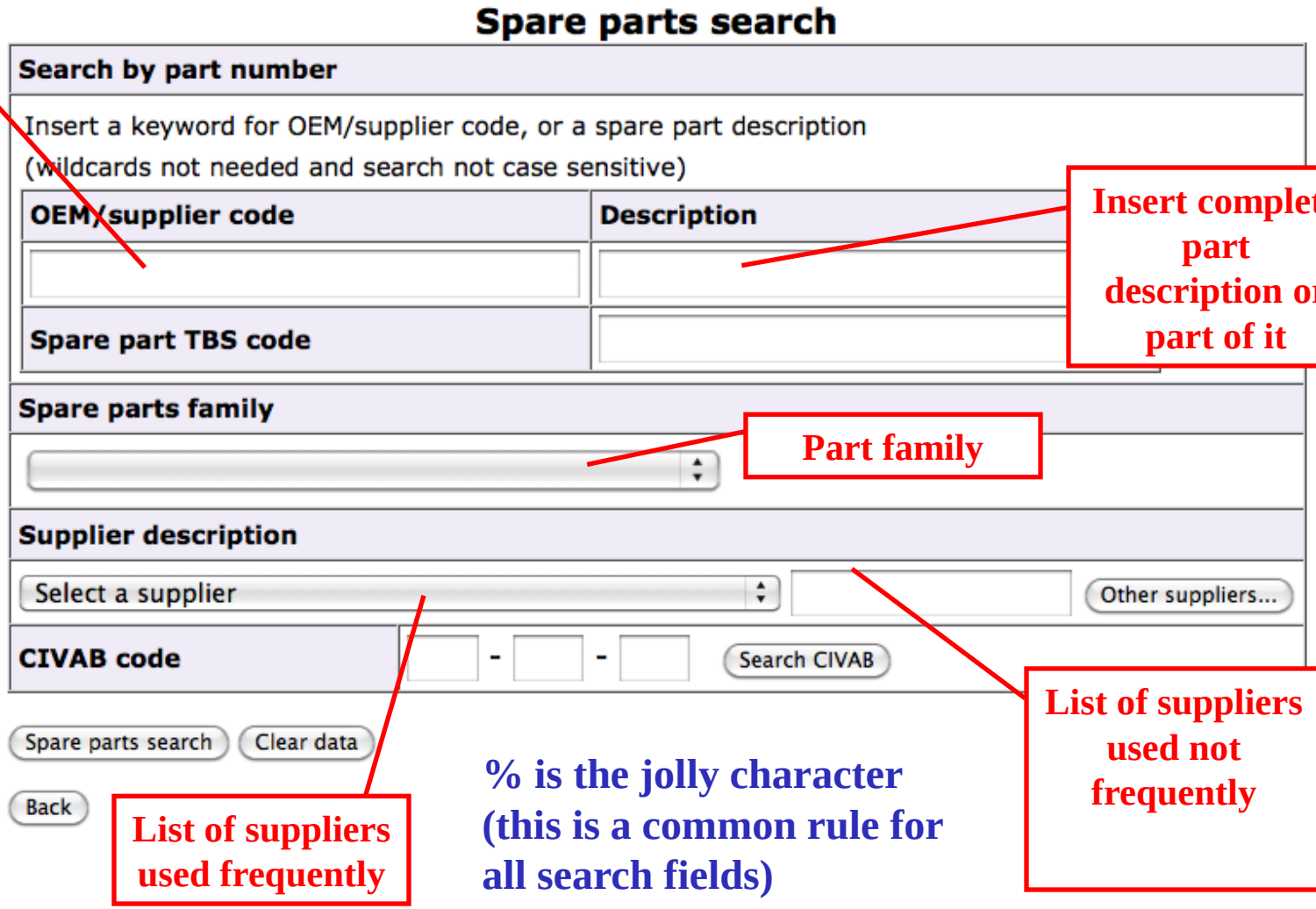


The target of this section is to offer a historical spare part data base purchased by TBS, so technician can choose "BEST PURCHASE" among all correlated information of the specific part.

Information concerns:

- **Suppliers and manufacturer code**
- **Description**
- **Previous purchase action (supplier, data, cost, buyer)**
- **Equipment model where part is installed (through CIVAB code)**

Spare parts free search



Insert manufacturer code, or supplier code; the system will search in both fields, ignoring punctuation characters (.-,…), space and small/capital.

Insert complete part description or part of it

Part family

List of suppliers used frequently

% is the jolly character (this is a common rule for all search fields)

List of suppliers used not frequently

SEARCH RESULT

List of coded spare parts

Choose a spare part by clicking on its code

Spare part	Description	OEM code	Family
0004ON	BATTERY 1.5V 3400MAH LK6	-	NON RECHARGEABLE BATTERIES
0001KQ	BATTERY 4.05V	M8040-60001	NON RECHARGEABLE BATTERIES
0005A3	BATTERY 9V PP3 (10 PIECES PACK)	PP3	NON RECHARGEABLE BATTERIES
0005AL	BATTERY LI	60103	NON RECHARGEABLE BATTERIES
000B13	BATTERY LI - MEMORY	F069110001	NON RECHARGEABLE BATTERIES
0009OI	BATTERY LI - MAIN	5009480001	NON RECHARGEABLE BATTERIES
000CJ1	BATTERY LI 12V 2.8AH	4.070001	NON RECHARGEABLE BATTERIES
0001KM	BATTERY LI 12V 4200MAH	M3863A	NON RECHARGEABLE BATTERIES
0001XD	BATTERY LI 12V 7500MAH YELLOW - INTELLISENSE®	9145	NON RECHARGEABLE BATTERIES
0001XE	BATTERY LI 15V 2.8AH		ERIES
0002QC	BATTERY LI 3.6V 1700MAH	SL-386	NON RECHARGEABLE BATTERIES
0003JQ	BATTERY LI 3.6V 1700MAH	50339	NON RECHARGEABLE BATTERIES

General synthetic data

Click on single part code to get into details

SPARE PART IN DETAIL

Search parameters

Spare part:	BATTERY LI 3V 50MAH - 12.5MM COIN BATTERY W/LEGS - ID 0002G9

Notify error

Historical purchase information from previous orders

Supplier	OEM code	Supplier code	Original	New	Purch.	Amount	Source
ITAL TBS TELEMATIC & BIOMEDICAL SERVICES S.P.A. - UAU -> 7PQFYI (ID 7PQ9ZP)	BR1225	072013101	ORIGINAL	NEW	01/08/2006	3.81 EUR	PURCHASE
ITAL TBS TELEMATIC & BIOMEDICAL SERVICES S.P.A. - UAU -> 7PQ3A3 (ID 7PQ9ZP)	BR1225	513-2837	COMPATIBLE	NEW	05/05/2009	1.12 EUR	PURCHASE

List of compatible devices with this spare part

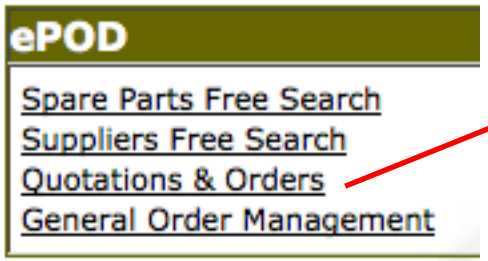
CIVAB code			Device description
RHO	MRZ	H2	ELECTROCARDIOGRAPHY ECG RECORDER - MORTARA INSTRUMENT INC - H 12

Undo

Purchase detail

Equipments where spare part was installed

QUOTATIONS AND ORDERS



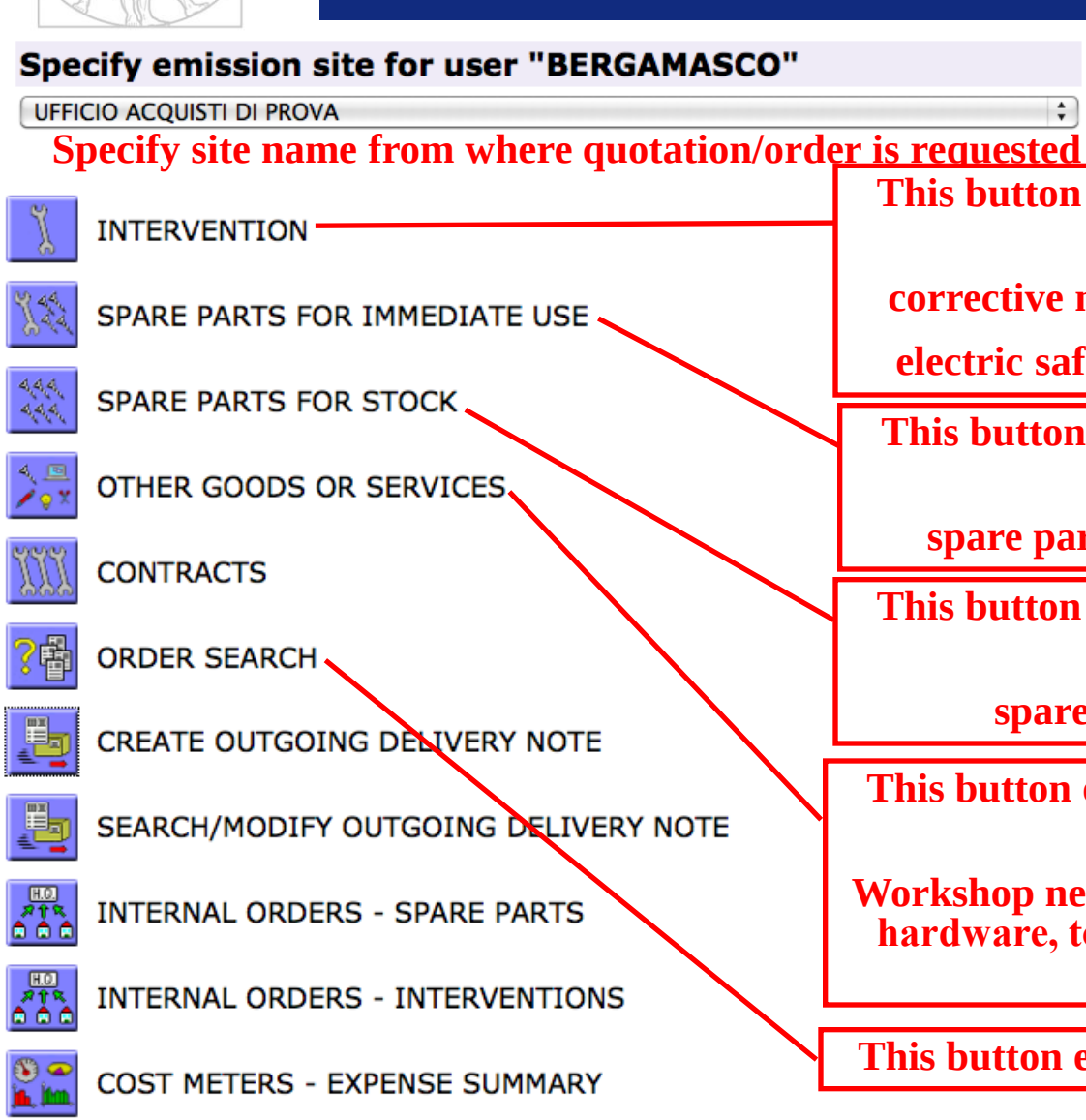
Next section shows a drafting of quotations and orders of:

- **Spare parts**
- **Intervention on corrective maintenance**
- **Intervention preventive maintenance**
- **Electrical safety control orders**
- **Interventions on endoscopic equipments**

Order/quotation area is structured in different sections, where user can find detailed information for each of it.

As an example, in the next slides one of the sections will be illustrated. The other sections can be managed at the same way.

QUOTATIONS AND ORDERS


Specify emission site for user "BERGAMASCO"
UFFICIO ACQUISTI DI PROVA
Specify site name from where quotation/order is requested
INTERVENTION
SPARE PARTS FOR IMMEDIATE USE
SPARE PARTS FOR STOCK
OTHER GOODS OR SERVICES
CONTRACTS
ORDER SEARCH
CREATE OUTGOING DELIVERY NOTE
SEARCH/MODIFY OUTGOING DELIVERY NOTE
INTERNAL ORDERS - SPARE PARTS
INTERNAL ORDERS - INTERVENTIONS
COST METERS - EXPENSE SUMMARY

This button enable user to fill in a quotation/order for:

corrective maintenance, preventive maintenance,

electric safety checks over equipment liste array

This button enable user to fill in a quotation/order for:

spare part of a specific technical intervention

This button enable user to fill in a quotation/order for:

spare part to keep in workshop stock

This button enable user to fill in a quotation/order for:

Workshop needs (furniture, meal voucher, software, hardware, tools, loners, …), or services (domestic freight, training, ….)

This button enable user to search among all orders

PURCHASE OF BIOMEDICAL EQUIPMENT

PURCHASE OF BIOMEDICAL EQUIPMENT TO BE CANNIBALIZED AND USED AS SPARE PARTS

quotation/order is used as “**parts for intervention**" considering the entire equipment as a spare part,

it will be filled in as a non coded part – always – because it is usually a second handed equipment that will never be purchased again, and will not be coded as spare part. N.B. IS NOT A COMPANY INVENTORIED PART

PURCHASE OF BIOMEDICAL EQUIPMENT TO BE DELIVERED TO COSTUMER IMMEDIATLY (OR BY THE END OF CONTRACT), TO BE USED AS A LONER, EXCHANGE …..

quotation/order is used as “**other goods/services**“ when it is possible to register equipment including full information, (inside “”BIOMEDICAL EQUIPMENT” family) especially economic re-invoicing , whenever it should be re-invoiced to costumer immediately or by the end of contract, ...

EXTERNAL SERVICES ORDERING

e.g.: safety control

A dedicated session will be created for safety control, preventive maintenance, MULTIPLE functional controls for all equipment where price and quantity are filled individually, than the total over n equipment, CIVAB and intervention code are not requested for this activity.

Temporarily, this activity is filled among intervention choosing as typology:

- Safety control MULTIPLE
- Preventive maintenance MULTIPLE
- Quality test control MULTIPLE

CIVAB and intervention code are not requested.
For instance, just specify in the field “note” quantity and single price.

INTERVENTION ORDER

CALIBRATION, TBS OWNED EQUIPMENT REPAIR

All repair intervention, calibration, made on TBS own equipments/instrumentations, should be registered under "INTERVENTION" session, considering it as a normal external order. Pay attention if there is any re-invoice for spare part, or other.

Calibrations made by Milan internal workshop are not included in the above policy

In this category you find:

- Safety analyzer (ex: Metron QA90, ...)
- Thermometer
- Multimetre
- …
- PC, printer, site or workshop copistary,
- Substituting equipments (**LONER**)
- ….

INTERVENTION

INTERVENTION ORDER

CALIBRATION, TBS OWNED EQUIPMENT REPAIR

When a calibration quotation and order are to be created, it is necessary to indicate in the field “notes” the calibration parameters to be requested from supplier, taking care of:

- Calibration range
- Measuring points minimum number

The above information are useless when instrument we are calibrating is dedicated to a specific function, as
Autoclave validation probe, audiometer, safety, laboratory extractor fan, ….

INTERVENTION ORDER FOR SURGICAL INSTRUMENTATON

ALL REPAIR INTERVENTION, RIFURBESHING, ….SHARPING, ….
OF SURGICAL INSTRUMENTATION, SHOULD BE WRITTEN UNDER INTERVENTION SESSION, CHOOSING AS TIPOLOGYOF INTERVENTION "CORRECTIVE MAINTENANCE",

AS CIVAB CLASS:

- **SHG = SURGICAL INSTRUMENTATION**
- **YYY = MANUFACTURER NON AVAILABLE (if no other code is available)**
- **-- = NOT SPECIFIED (if no other code is available)**

Use description field for further specifications.

INTERVENTION

ORDER / SUPPLY
INTERNAL OFFICES, WORKSHOP

2 different purchase/intervention types are present in this section:

PURCHASE: spare part order where technician:
1) Ignore name of supplier,
2) Automatic system message shows that best supplier of the part is TBS GROUP – TRIESTE – PURCHASE OFFICE (usually hides a foreign supplier)

It means that in both cases, "supply" is completed with relative new quotation and order from purchasing office (=UAU), technician will receive material directly on site.

ORDERS / SUPPLY
ENDOSCOPY IN TRIESTE

INTERNAL ORDER (ENDOSCOPY): all orders made toward TBS endoscopy dedicated workshop should be done in this section.

Particularly referred to endoscope intervention orders that are sent to

Any effective company cost should not be charged, but fees will move from endoscopy workshop toward site from where equipment comes.

These orders are managed exclusively by endoscopy workshop who is responsible to assign costs and close supply.

ORDERS / SUPPLY
ENDOSCOPY IN TRIESTE

When intervention order is made toward TBS-TRIESTE workshop, flowchart is as follows:

- **Normal intervention request addressed to:**
- **After equipment receipt, 2 possibilities still to be done:**

INTERNALLY TOTAL REPAIR:

All workshop costs (spare parts, labor) will be directly assigned into order to the relative site of origin. Supply is closed by Trieste workshop when intervention is concluded.

EXTERNAL REPAIR:

Workshop decide for external repair, without any internal costs.
Supply is closed without any cost.
Trieste workshop will open an intervention/order coded (ENT00XXX) assigned to the same supply. This order is now visible from the site of origin, but totally managed by Trieste workshop, who will assign further and final costs

ORDERING OTHER GOODS AND SERVICES

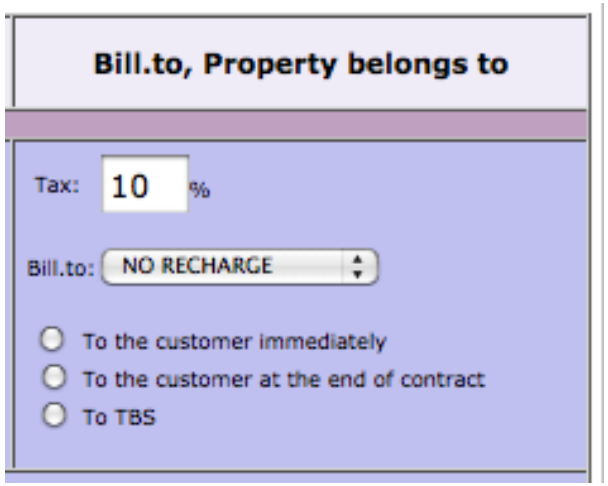
OTHER GOODS OR SERVICES

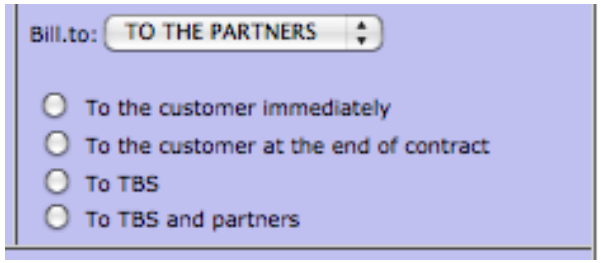
The following session is used to fulfill quotations and orders of other Workshop needs (furniture, meal voucher, software, hardware, tools, loners, asset, …), or services (domestic freight, training, ….)

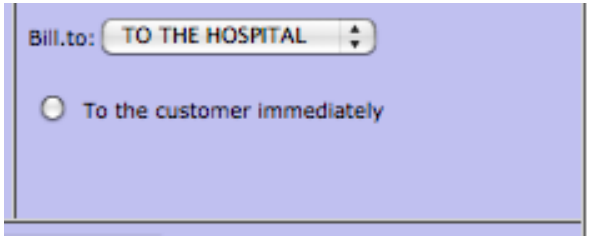
When this kind of orders is to be done, pay extreme attention to the field "Bill.to, Property belongs to".

This information is very important for a correct management of costs and group finance.

Options are the following:


Bill.to, Property belongs to
Tax: 10 %
Bill.to: NO RECHARGE
To the customer immediately
To the customer at the end of contract
To TBS





Purchase procedur for goods and services made by CENTRAL OFFICES 1/2

Other goods and services orders to be made by central offices are in this session:

OTHER GOODS OR SERVICES

In every "office" there will be:

- **Visibility over all cost centers on whom charge goods/services costs**
- **At least a L1 user authorization to fill the order.**
- **At least a L2 user authorization to allow orders approval.**

N.B.

Remember as specified in the following procedure, office manager local approval corresponds to a definitive cost approval. Technical director supervision in this case is available only for the outgoing order vs supplier

When orders concerns consultancy, and as it is frequently a verbal deal with supplier, please specify in the field "note" that order will not be sent to supplier.

Purchase procedur for goods and services made by CENTRAL OFFICES 2/2

Collaborator (L1) produce quotation then order.

Responsible (L2) or delegate Collaborator (L1) – approve order

Central purchase office will assign technical approval

Central purchase office will print document to be forward to supplier *(if necessary)* and to create file for clearance sale

Technical director will assign final approval

Central purchase office will send order to supplier

AFTER SERVICE ENDED

Central purchase office receive technical report/invoice proceed to pay supplier.

BELOW THRESHOLD ORDERS

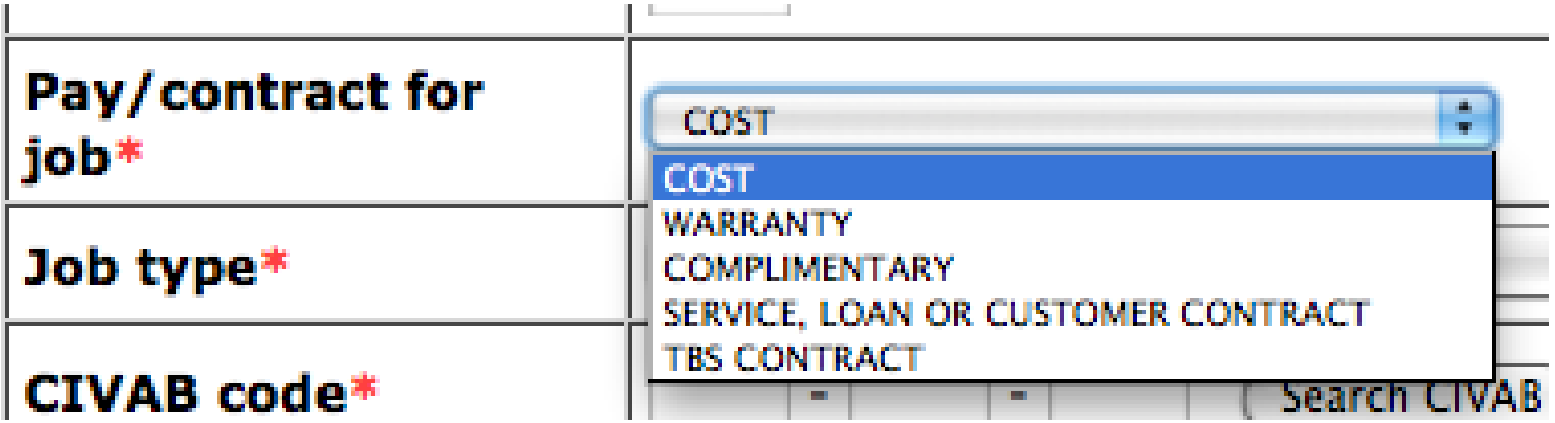
100€

Orders below the threshold are directly managed from sites within the following steps:

- Fill in the order
- Make local approval (then order status will be “AWAITING FOR TECHNICAL APPROVAL”)
- Print order, send fax to supplier
- Order status will change in “AWAITING FOR DELIVERY/INTERVENTION”, after tehcnical approval
- When purchased material is delivered on site, delivery note and/or supplier invoice should be sent to central office. All documents including a copy of purchase order are fundamental to close order.

N.B.: all intervention orders that are “out of warranty” are considered as above the threshold and should all be managed by central office.

PAYMENT POLICIES



For spare parts, payment modality you find under “PAYABLE INTERVENTION” and “PAYABILITY” are shown in the following slide:

PAYMENT POLICIES

- **COST (default value)**

•It includes common orders where costs are on company charge independently of re-invoice nature (N, A, H).

- **WARRANTY**

It includes orders on intervention or spare parts covered by post purchasing warranty.

This orders should be at 0€ cost

- **SERVICE, LOAN OR CUSTOMER CONTRACT**

It includes orders on intervention and spare parts made on costumer equipments that are covered by a third part contract.

This orders should be at 0€ cost

- **TBS CONTRACT**

It includes orders on intervention and spare parts covered by a TBS vs Third part contract.

This orders should be at 0€ cost

PAYMENT POLICIES

All orders that are "**no added cost**" **should be managed from the site as follows**:

- Step1 approve locally
- Step2 print a copy
- Step3 send order to supplier
- Step3 order status will be "awaiting for delivery/intervention"
- When Delivery Note or technical report is received, proceed into report registration and order closing.
- **In case of orders that are part of contracts stipulated with TBS, Delivery note/technical report should be sent to central office in Trieste.**

PAYMENT POLICIES

N.B.

1) FRAMEWORK CONTRACTS: when a contract is stipulated between TBS and a supplier, and list of prices is defined, then all interventions are "COST", since a cost is charged anyway!

2) If intervention is part of a contract or in warranty, but other costs should be added (ex: intervention in warranty but sparer parts not included), so intervention become "COST" and will follow classic steps.

3) For all multi orders intervention, if at least one of the orders is payable, and the others are in warranty, then intervention is to be classified "COST".

SPARE PARTS FOR INTERVENTION

User: BERGAMASCO Emission site: UFFICIO ACQUISTI DI PROVA - (UXX)
[e-TBS home page] [Spare parts home page] [Tech. approval] [Change password] [Logout]

User ID and relative site are visible during all session of work.

SPARE PARTS FOR IMMEDIATE USE

QUOTATION REQUEST

Click QUOTATION REQUEST to proceed

ORDER BASED ON PREVIOUS QUOTATION

DIRECT ORDER

Spare parts for intervention
REQUEST FOR QUOTATION(1/10)

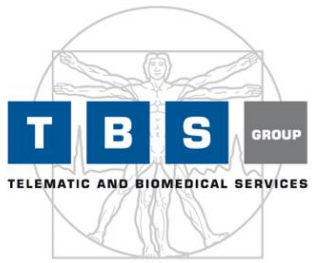
Warning: fields marked with a red asterisk are MANDATORY	
Job No*	2673682
Job type*	CORRECTIVE MAINTENANCE
CIVAB code*	vpo - drr - e4 Search CIVAB
Description	
Inventory number	
Serial number	
Label	
Hospital*	IMPERIAL Add Remove
Department*	EMERGENCY Add Remove
Notes	
Delivery site*	UFFICIO ACQUISTI DI PROVA
TBS contact*	Mr. WHITE
Proceed	

Fill all fields, especially those marked with a red asterisk as they are MANDATORY

Add information that can help supplier to better prepare their quotation

Proceed button

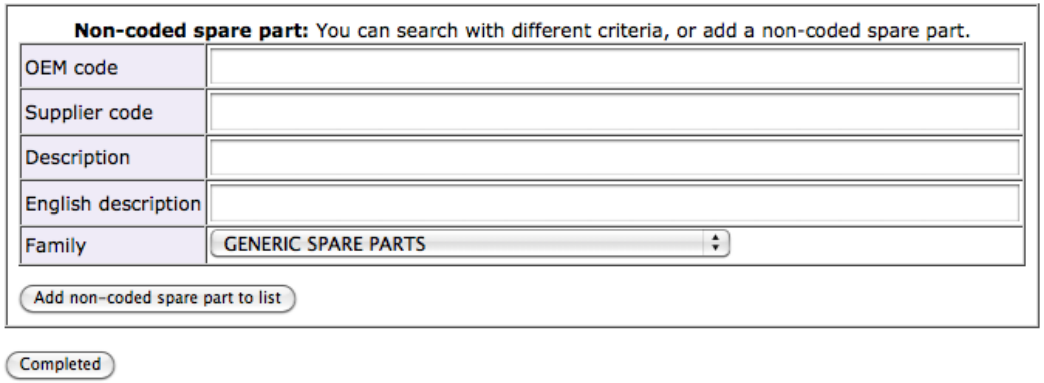
Spare parts for intervention
REQUEST FOR QUOTATION(2/10)



Then, start searching for spare part you need, (follow the same way used to make a “free search” of spare parts).

If spare part is not available among existing list, it is possible to add new information related to spare part writing in the field

Non-coded spare part



Spare parts for intervention
REQUEST FOR QUOTATION(3/10)

List of coded spare parts

Choose a spare part by clicking on its code

Spare part	Description	OEM code	Family
000AV5	GASINLET FAS 2 YEARS - EVITA2D/4/XL	MX08225	PREVENTIVE MAINTENANCE KIT
0004HL	KIT PM 1 YEAR - EVITA2/2D/4	MX28000	PREVENTIVE MAINTENANCE KIT
00005S	KIT PM 1 YEAR - EVITA2/S2/2D/4/XL	MX08220	PREVENTIVE MAINTENANCE KIT
0001L7	KIT PM 2 YEARS - EVITA2D/4/XL	MX08226	PREVENTIVE MAINTENANCE KIT
0003T7	KIT PM 6 YEARS, GASINLET - EVITA2D/4/XL	MX08228	PREVENTIVE MAINTENANCE KIT
0005ZK	KIT PM 6 YEARS, GASINLET FAS - EVITA2D/4/XL	MX08227	PREVENTIVE MAINTENANCE KIT

Spare parts for intervention
REQUEST FOR QUOTATION(4/10)

TELEMATIC AND BIOMEDICAL SERVICES

Search parameters

Spare part:	KIT PM 2 YEARS - EVITA2D/4/XL - id 0001L7

Historical purchase information from previous orders

choose	supplier	service code	supp. code	original	new	purchase date	amount	source
◉	DRAEGER MEDICAL UK LTD (ID 7PQ8YP)	MX08226	MX08226	ORIGINAL	NEW	14/05/2009	106.84 EUR	PURCHASE
○	ITAL TBS TELEMATIC & BIOMEDICAL SERVICES S.P.A. - UAU -> 7PQ9CD (ID 7PQ9ZP)	MX08226	MX08226-0					
○	ITAL TBS TELEMATIC & BIOMEDICAL SERVICES S.P.A. - UAU -> 7PQ9CD (ID 7PQ9ZP)	MX08226	MX08226					
○	ITAL TBS TELEMATIC & BIOMEDICAL SERVICES S.P.A. - UAU -> 7PQ9CD (ID 7PQ9ZP)	MX08226	MX08226-0					
○	TBS FR TELEMATIC & BIOMEDICAL SERVICES SRL -> 7PQ6QP (ID 7PQ4V6)	MX08226	MX08226	ORIGINAL	NEW	01/10/2007	133.88 EUR	PURCHASE
○	SLT SRL -> 7PQ9LS (ID 7PQ3ID)	MX08226	MX08226	ORIGINAL	NEW	15/01/2008	144.5 EUR	PURCHASE
○	SLT SRL -> 7PQ9LS (ID 7PQ3ID)	MX08226	MX08226	ORIGINAL				
○	ITAL TBS TELEMATIC & BIOMEDICAL SERVICES S.P.A. - UAU -> 7PQ9ID (ID 7PQ9ZP)	MX08226	MX08226	ORIGINAL				

Add to list and go back to search | Notify error

Then click the "Add to list and go back to search" button

Click here if you need to notify an error; a new window will open

List of compatible devices with this spare part

CIVAB code			Device description
VPO	DRR	4E	INTENSIVE CARE VENTILATOR/EMERGENCY/PORTABLE/TRANSPORT - DRAEGER MEDICAL AG & CO KG - EVITA 4 EDITION
VPO	DRR	DC	INTENSIVE CARE VENTILATOR/EMERGENCY/PORTABLE/TRANSPORT - DRAEGER MEDICAL AG & CO KG - EVITA 2 CUP
VPO	DRR	E2	INTENSIVE CARE VENTILATOR/EMERGENCY/PORTABLE/TRANSPORT - DRAEGER MEDICAL AG & CO KG - EVITA 2 DURA
VPO	DRR	E4	INTENSIVE CARE VENTILATOR/EMERGENCY/PORTABLE/TRANSPORT - DRAEGER MEDICAL AG & CO KG - EVITA 4
VPO	DRR	EL	INTENSIVE CARE VENTILATOR/EMERGENCY/PORTABLE/TRANSPORT - DRAEGER MEDICAL AG & CO KG - EVITA XL

Undo

Notify error

Spare part:	KIT PM 2 YEARS - EVITA2D/4/XL - id 0001L7

Select
- Select
- Wrong part description
- Wrong CIVAB code
- Wrong part number
- Other

Close | Proceed

Spare parts for intervention
REQUEST FOR QUOTATION(5/10)

Spare parts search

Device needing spare part

- (•) VPO
- (•) DRR
- (•) E4
- ( ) Any class
- ( ) Any manufacturer
- ( ) Any model

Search by part number

Insert a keyword for OEM/supplier code, or a spare part description

OEM/supplier code	Description
Spare part TBS code	

Spare parts family

PREVENTIVE MAINTENANCE KIT

Supplier description

Select a supplier | Other suppliers...

Spare parts search | Clear data

Non-coded spare part: You can search with different criteria, or add a non-coded spare part.

OEM code	
Supplier code	
Description	
English description	
Family	GENERIC SPARE PARTS

Add non-coded spare part to list

Completed

Completed button

Spare parts for intervention
REQUEST FOR QUOTATION(7/10)

List of chosen spare parts

Check	Spare part			
Q.ty	ID	Description	Supp. code	OEM code
1	0001L7	KIT PM 2 YEARS - EVITA2D/4/XL	MX08226	MX08226

Legenda

Add: Add a unit to this row	
Remove: Decreases by one the quantity for that row; minimum allowed value is one	
Delete: Deletes that spare part from list	

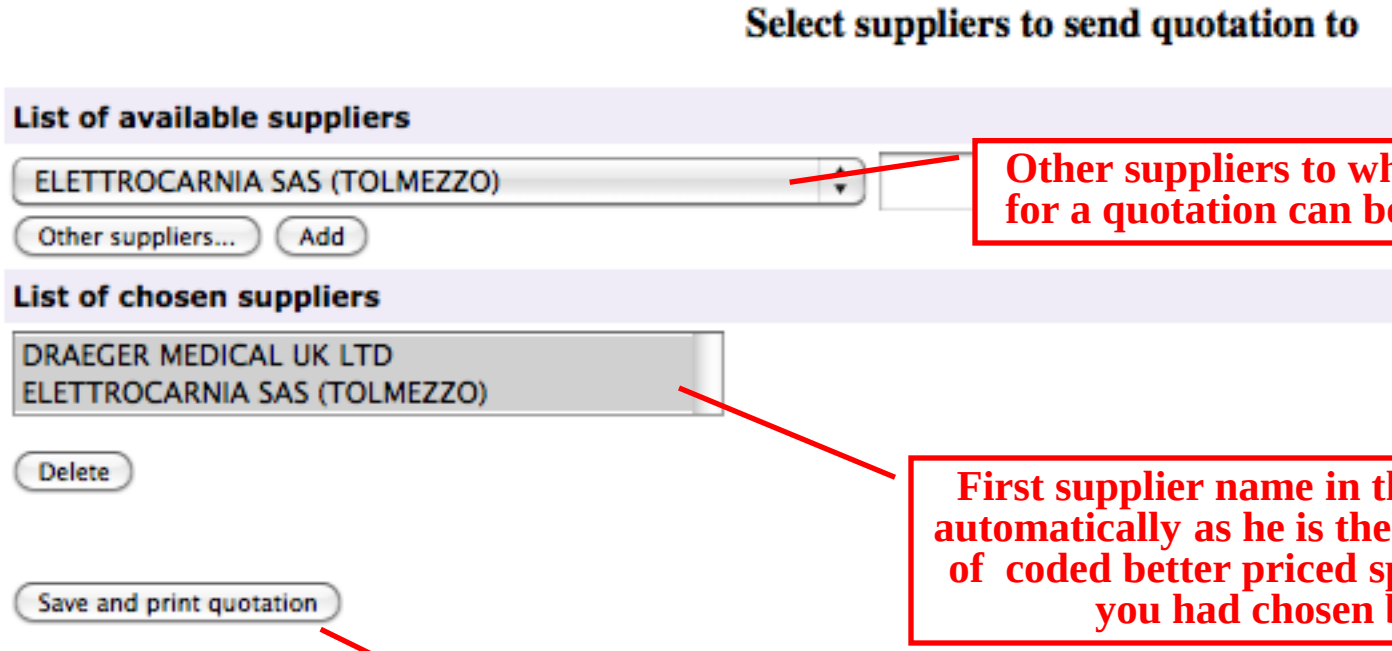
Add another spare part | Proceed and complete quotation

Back

Check button, is useful to check data congruity (CIVAB, code, …)

when spare parts has been chosen and added, continue selecting supplier to whom send a request for a quotation.

Spare parts for intervention
REQUEST FOR QUOTATION(8/10)



Other suppliers to whom send a request for a quotation can be added from here.

First supplier name in the list appears automatically as he is the supplier of one of coded better priced spare parts that you had chosen before.

Then click the "Save and print quotation" button

Spare parts for intervention
REQUEST FOR QUOTATION (9/10)

Quotation have been saved into the database

Quotation have been saved into the database

- Quot.IDUXX00008, quot. for DRAEGER MEDICAL UK LTD
- Quot.IDUXX00009, quot. for ELETTROCARNIA SAS

Completed

From every single link you obtain the request for quotation document

Spare parts for intervention
REQUEST FOR QUOTATION(10/10)

QUOTATION FOR SPARE PARTS FOR IMMEDIATE USE

TEST - PURCHASE OFFICE (E-POD - PLEASE NEVER DELETE IT)
... - ... ... - ITALY

Form PREV.MD.2

SENDER:
UFFICIO ACQUISTI DI PROVA
E-POD UFFICIO ACQUISTI DI PROVA
c/o AREA DI PROVA
VIA DI PROVA, 1/A - 11111 CITTÀ DI PROVA (TS)
Tel:*+39 11 1111111*
Fax:*+39 22 2222222*
Contact:*Mr. WHITE*

Supplier: *DRAEGER MEDICAL UK LTD*
Address: *THE WILLOWS MARK ROAD*
City: *HEMEL HEMPSTEAD (HRT)*
Tel: *+44 01442 213 542*
Fax: *+44 01442 240 327*

Quotation ID ***UXX00005 / 2673682 - C*** - CORRECTIVE MAINTENANCE
(specify this reference code in Your communications)

CITTÀ DI PROVA, 12/2/2010

SUBJECT: QUOTATION FOR SPARE PARTS
We **urgently** ask a quotation for :

Q.ty	OEM code	Supplier code	Description
1	MX08226	MX08226	KIT PM 2 YEARS - EVITA2D/4/XL

related to this device :

Description:
Inventory no:
Class code : *VPO* Class: *INTENSIVE CARE VENTILATOR/EMERGENCY/PORTABLE/TRANSPORT*
Manufacturer code : *DRR* Manufacturer: *DRAEGER MEDICAL AG & CO KG*
Model code : *E4* Model: *EVITA 4*
Serial number:
Hospital: *IMPERIAL*
Department: *EMERGENCY*
Notes:

Please indicate delivery time
Our best regards.

The Service Officer

Payment type: **Wire transfer 90 days**

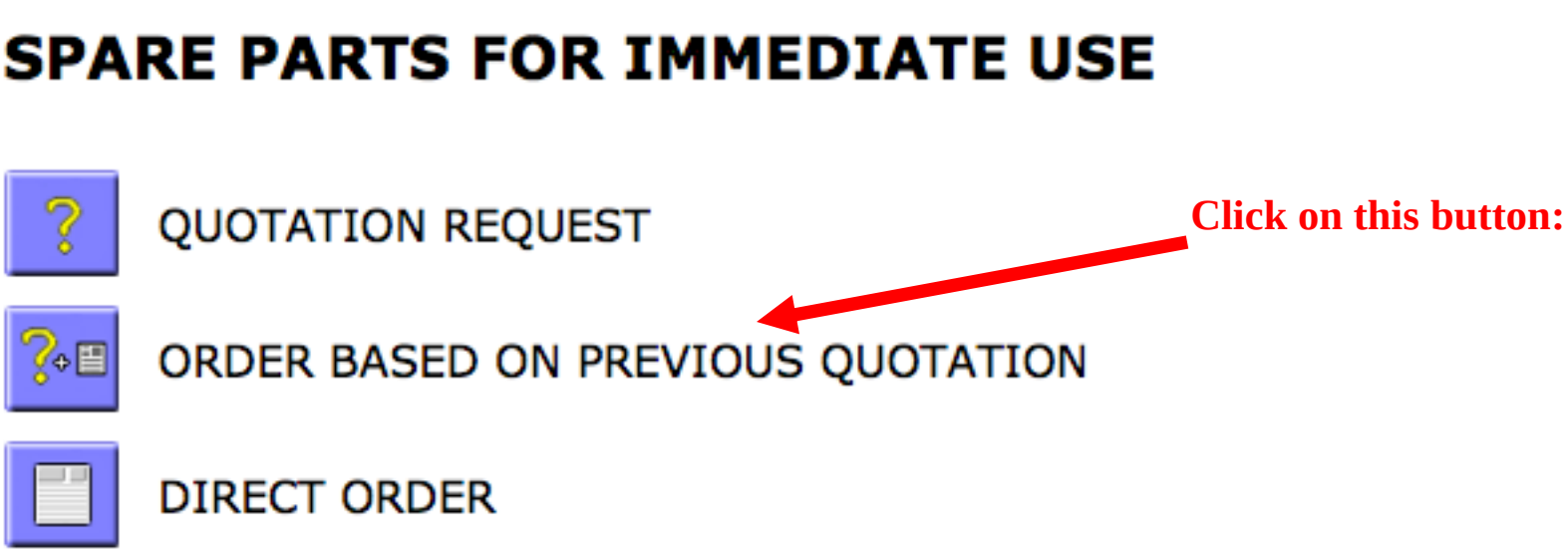
If this document isn't signed, it has been sent digitally.

A copy of the final document will be printed to be sent to supplier

If you want to go back to the main page in order to prepare other quotations, click on the TBS logo you find up on the left side of the current printed page

Spare parts for immediate use
INTERNAL ORDER (1/7)

Once you receive supplier quotation, for example if prot. number is the same as in the previous slide UXX00008, you can proceed with the preparation of an order based on the received quotation



Spare parts for immediate use
INTERNAL ORDER(2/7)

Operation: SPARE PARTS FOR IMMEDIATE USE.
Request type: ORDER BASED ON PREVIOUS QUOTATION.

Search quotations			
Note: "%" wildcard is allowed for this search.			
Quotation ID	UXX00008		
Label ID			
Inventory no			
Job No			
Supplier	Select a supplier		Other suppliers...
From:	01/01/1970		
To:	12/02/2010		

Search

This page helps to find all quotations that has been made, and from which spare parts/intervention orders will be generated.

Once quotation number is identified, click the Search button:

Spare parts for immediate use
INTERNAL ORDER(3/7)

Quotation ID	See	Modify	Del.	Create order	Create outgoing delivery note	Created orders	Creation date	Job No	Supplier
UXX00008						0	12/02/2010	2673682	DRAEGER MEDICAL UK LTD

It is not possible any more to cancel or to modify a quotation request if at least 1 order has been generated from that quotation.

Array having the same color are to indicate that more then one quotation are related to the same order.

The present buttons respectively are:

- **SEE(shows the quotation request anteprima)**
- **MODIFY(allows you to get into quotation request for any changes you may want to do)**
- **DEL.(cancel quotation request and all other related information. This step is used generally when you find a better supplier).**
- **CREATE ORDER (will get into a forms to generate internal order)**

Spare parts for immediate use
INTERNAL ORDER (4/7)

After clicking button "Creat Order" **a mask of previous quotation request will appear with all relative data.**

Order of spare parts for intervention

Warning: fields marked with a red asterisk are MANDATORY	
Supplier*	DRAEGER MEDICAL UK LTD (HEMEL HEMPSTEAD) [Other suppliers...]
Payment type	Wire transfer 90 days net at month end
Cost centre*	24 - TEST CONTRACT: CENTRAL HOSPITAL
Supplier quotation	ID 342342 dated 12/02/2010
Supplier contact	Mr. Johns
Job No*	2673682
Job type*	CORRECTIVE MAINTENANCE
CIVAB code*	VPO - DRR - E4 [Search CIVAB]
Description	
Inventory number	
Serial number**	242342
Label**	3242355
Hospital*	- IMPERIAL [Add] [Remove]
Department*	- EMERGENCY
Required delivery date *	13/03/2010

Insert all data received from supplier quotation

N.B. SEE NEXT SLIDE

Expected delivery date:

default = order date+ 30dd

CIVAB CLASS ASSIGNMENT

It is very important to choose a CIVAB class in the right way as it will be the key of success to make orders and to manage correctly intervention/spare parts costs statistics.

Concerning CIVAB class assignment, it is necessary to report cases of INTERVENTION ON PARTICULAR ACCESSORIES, because device class is different from equipment class. Accessories usually don't have any inventory number.

- **Intervention on MONITOR MODULE class MPM instead of MON**
- **Intervention on MICROENGINE HAND PIECE class MMM instead of RDE**
- **Intervention on TURBINE HAND PIECE class MBE instead of RDE**
- **intervention/substitution of ECOGRAPHIC PROBE class SCF instead of ECT**
- **Same indication when intervention concern ecotomography Video recorder VIR, or printer RIR.**

Class you choose should be VIR, RIR, ... Instead of ECT.

- **…….**

NOTE: when accessories are not inventoried, it is possible to write manufacturer number. Further, equipment "father" class can be written in the note.

Spare parts for intervention
INTERNAL ORDER(6/7)

List of chosen spare parts

OEM code	Supplier code	Description	Q.ty	Unit cost	Discount %	Total cost and equivalent value in EUR			Type new / Type original
MX08226	MX08226	KIT PM 2 YEARS - EVITA2D/4/XL	1	50	0 %	50	EURO	50	NEW / ORIGINAL
PREVENTIVE MAINTENANCE KIT			Tax: 0 %		Bill.to: NO RECHARGE		Pay/contr.: COST		
Total cost for spare parts						50			

Add rows

insert values , quantity, if to be re-invoiced

Additional/various costs

Description:
Amount:
Currency: EURO
Equivalent cost in EUR :
Billable to: -

Add an additional cost

Back | Create and save order | Create and save order, then DUPLICATE

Spare parts for intervention
INTERNAL ORDER (7/7)

ORDER FOR SPARE PARTS FOR IMMEDIATE USE

TEST - PURCHASE OFFICE (E-POD - PLEASE NEVER DELETE IT)
... - ... ... - ITALY

Order ID:*UXX00028*
Order date:*12/02/2010*

Required delivery date:*13/03/2010*
Label:*3242355*
Intervention ID:*2673682*

Delivery site:
UFFICIO ACQUISTI DI PROVA
E-POD UFFICIO ACQUISTI DI PROVA
c/o AREA DI PROVA
VIA DI PROVA, 1/A
11111 CITTÀ DI PROVA (TS) - ITALY
Tel:*+39 11 1111111*
Fax:*+39 22 2222222*
Contact:*Mr. WHITE*

Supplier: *DRAEGER MEDICAL UK LTD*
Address: *THE WILLOWS MARK ROAD HP2 7BW - HEMEL HEMPSTEAD (HRT) - GREAT BRITAIN*
VAT r.n.: *GB91023285*
Tel: *+44 01442 213 542*
Fax: *+44 01442 240 327*
Contact: *Mr. Johns*

Your quotation ID: *342342 dated 12/02/2010*

TBS Code	Supplier code	Description	Type of goods	Type new / original	Bill.to	Cost c.	Class	Manufacturer	Model	Unit cost	Discount %	Q.ty	Line total	Pay/contract
0001L7	MX08226	KIT PM 2 YEARS - EVITA2D/4/XL	KIT_PM	NEW ORIGINAL	N	24	VPO	DRR	E4	50.00 EUR	0.00	1	50.00 EUR + VAT 0.0%	COST

Notes:

Subtotal:	50.00 EUR
VAT:	0.00 EUR
Grand total:	50.00 EUR

Please enclose a copy of the deliver note with the invoice
Billable to:
TEST - PURCHASE OFFICE (E-POD - PLEASE NEVER DELETE IT)
...
... ... - ITALY

VAT: ...
Tel: ...
Fax: ...
E-mail: ...

The Service Officer

Payment type: **Wire transfer 90 days net at month end**

Since the 1st of July 2005 ITAL TBS S.p.A has adopted an Ethical Code, which has been approved by the Italian Legislation D.Lgs 231/2001. All dependents and collaborators of this society must strictly operate according to the Business Ethical Code, a legal and controlled document, which can be downloaded from www.italtbs.com website.

CONDITIONS OF PURCHASE: on receipt, all parts will be visually inspected and if any damages have occurred during transit the goods will be returned back to the supplier for replacement. The invoice will not be paid unless new good quality parts are received. No others expenses except VAT should be charged to ITAL TBS S.p.A. as any additional controversies will lead to legal actions.

Form ACQ.MD.01.06

If you want to go back to the main page in order to prepare other quotations, click on the TBS logo you find up on the left side of the current printed page

Local approval (1/3)

Local approval process puts internal order in status of "AWAITING FOR TECHNICAL APPROVAL"; next step should be done by an L2 user, or by L1 user (if delegated from L2 user).

Once order is completed, it will be in the status of "AWAITING FOR LOCAL APPROVAL" or in the status of "AWAITING TO BE AMENDED" if not accepted by central office.

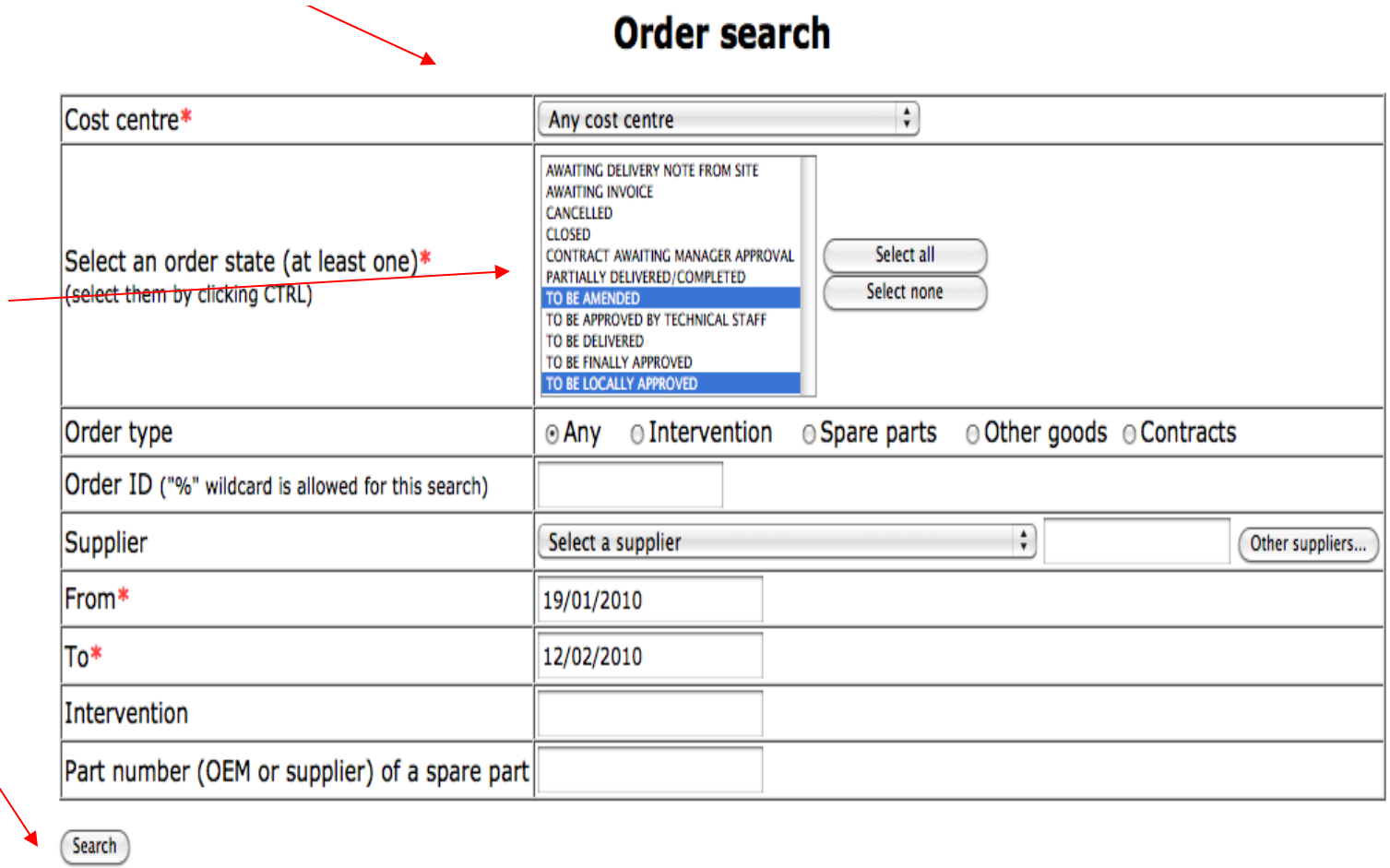
Click button "Quotations & Orders":

After login, continue searching for orders:

Local approval (2/3)

ORDER SEARCH

Select requested type of orders you are looking for then click "search" button :



Local approval (3/3)

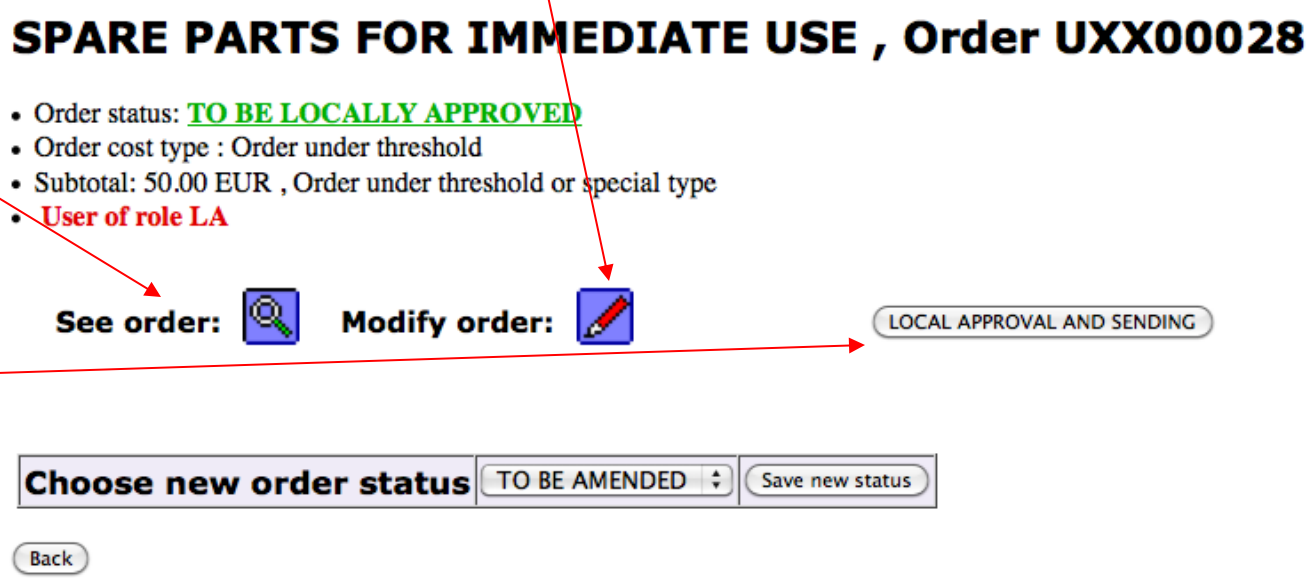
Order ID	Modify	Order type	Order status	Date	Supplier	Rows	Bill.to N	Bill.to A	Bill.to H	Bill.to X	Line total
UXX00028		SPARE PARTS FOR IMMEDIATE USE	TO BE LOCALLY APPROVED	12/02/2010	DRAEGER MEDICAL UK LTD	1/1	50.00	0.00	0.00	0.00	50.00

Order preview before printing

local approval

To change order data and information

Click on local approval button to get into the following page:


SPARE PARTS FOR IMMEDIATE USE , Order UXX00028
Order status: TO BE LOCALLY APPROVED
Order cost type : Order under threshold
Subtotal: 50.00 EUR , Order under threshold or special type
User of role LA
See order:
Modify order:
LOCAL APPROVAL AND SENDING
Choose new order status
TO BE AMENDED
Save new status
Back

Order can be:

LOCALLY APPROVED: then continue following the classic way

STOPPED = AWAITNIG TO BE AMENDED order was not approved and should be checked again

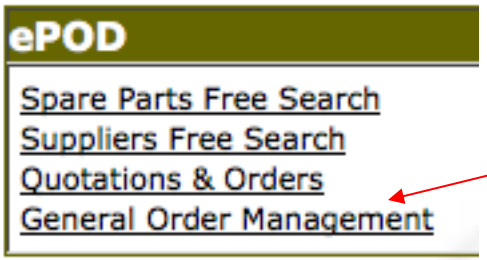
CANCELLED order is cancelled

Then quit and turn back to the list of other orders that should be approved yet.

Technical approval (1/4)

THE FOLLOWING OPERATIONS ARE PERMITTED ONLY TO USERS WITH LEVEL L3

Click button “General Order Management”



After login you will be introduced to the following page:

Technical approval (2/4)

TECHNICAL APPROVAL

Click on the following button to open orders searching page, this button enable user to get exclusively into orders awaiting for approval.

Search for tech approval

Cost centre*	Any cost centre
Select an order state (at least one)* (select them by clicking CTRL)	AWAITING DELIVERY NOTE FROM SITE AWAITING INVOICE CANCELLED CLOSED CONTRACT AWAITING MANAGER APPROVAL PARTIALLY DELIVERED/COMPLETED TO BE AMENDED TO BE APPROVED BY TECHNICAL STAFF TO BE DELIVERED TO BE FINALLY APPROVED TO BE LOCALLY APPROVED Select all / Select none / Only orders to be approved
Order type	◉ Any ○ Intervention ○ Spare parts ○ Other goods ○ Contracts
Order ID	

☐ Show orders under threshold only
☐ Show orders "not on cost" only
☐ Show internal requests only

Order search

Back

Technical approval (3/4)

Search result will give:

Order ID	Modify	Order type	Order status	Date	Supplier	Rows	Bill.to N	Bill.to A	Bill.to H	Bill.to X	Line total
UXX00028		SPARE PARTS FOR IMMEDIATE USE	TO BE APPROVED BY TECHNICAL STAFF	12/02/2010	DRAEGER MEDICAL UK LTD	1/1	150.00	0.00	0.00	0.00	150.00

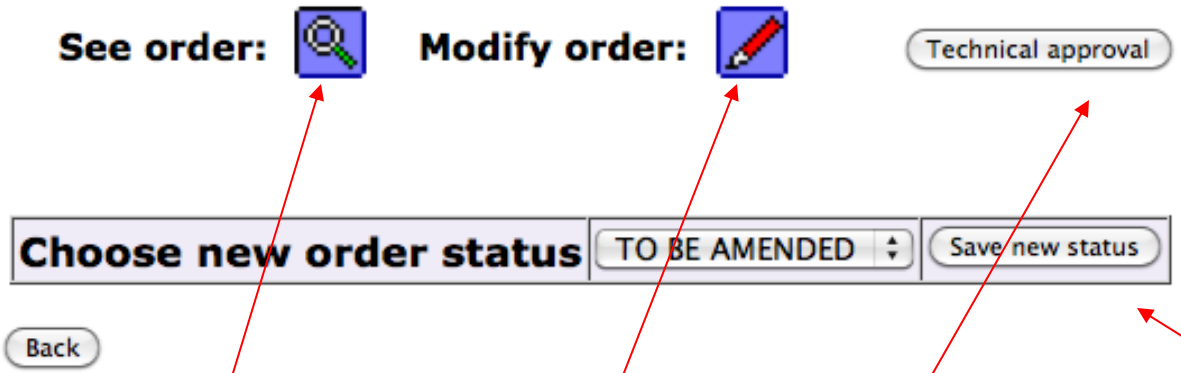
In the first place, only important and synthetic order information are shown in this page, from where other detailed data can be reached.

Technical approval (4/4)

from central button used for TECHNICAL approval, you will go to the following page :

SPARE PARTS FOR IMMEDIATE USE , Order UXX00028

- Order status: TO BE APPROVED BY TECHNICAL STAFF
- Order cost type : Regular order
- Locally approved by **BERGAMASCO** on 12/02/2010
- Subtotal: 150.00 EUR , Regular order
- **User of role LA**

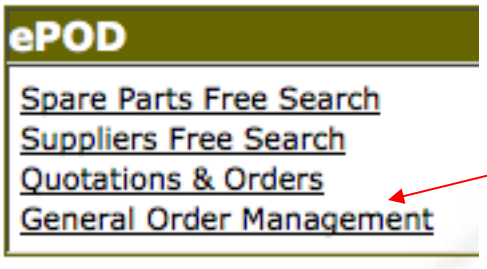


To see order, modify, submit or replay to original sender for further modifications or cancellation.

Final approval (1/3)

THE FOLLOWING OPERATIONS ARE PERMITTED ONLY TO USERS WITH LEVEL L3

Click button “General Order Management”:



After login you will be introduced to the following page:

Final approval (2/3)

FINAL APPROVAL

Click “search orders” button to see all orders awaiting for FINAL APPROVAL, it is possible to see the under threshold orders too.

Order search for final approval

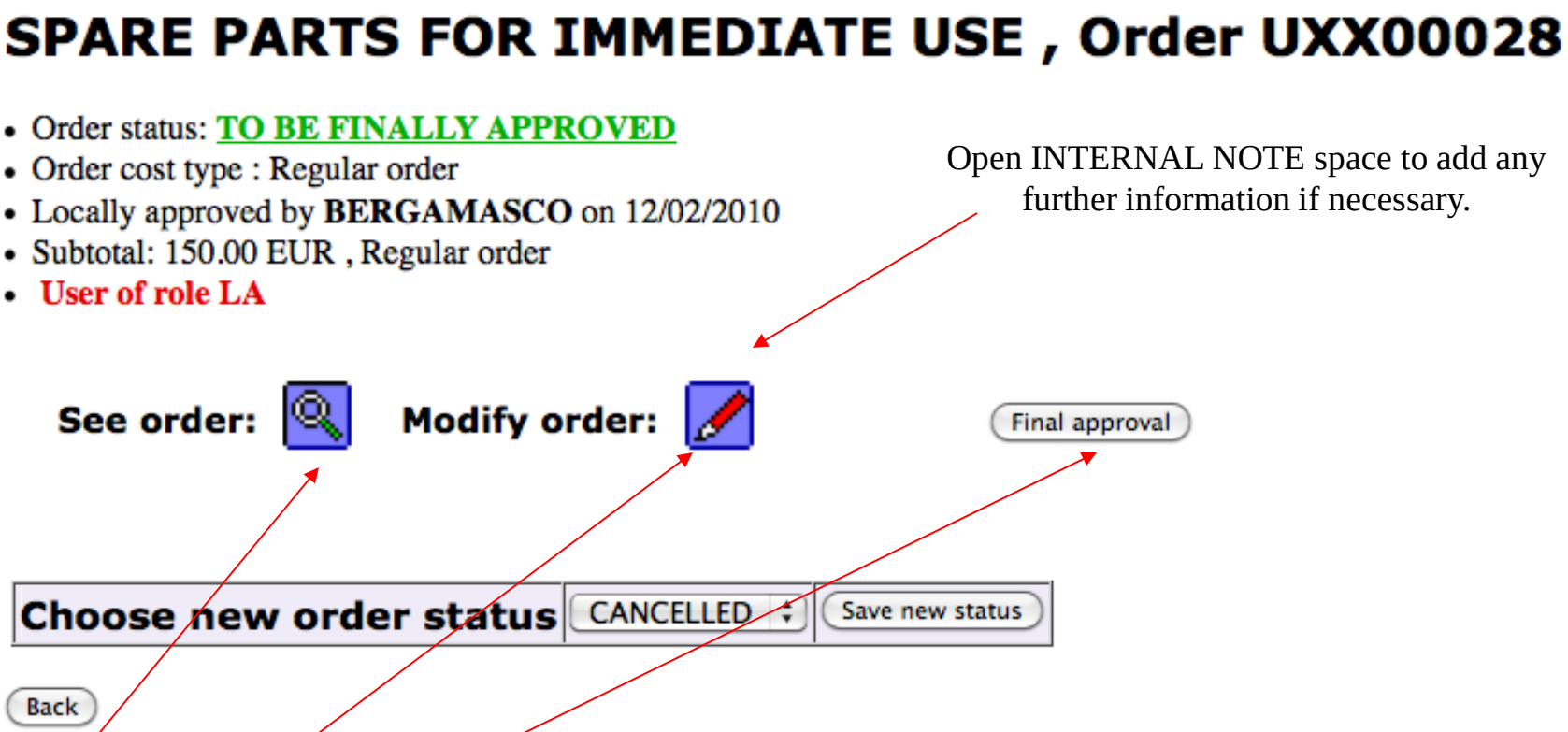
Order search	Search an order by number:	☐ Show orders under threshold only ☐ Show orders "not on cost" only

Order ID	Modify	Order type	Order status	Date	Supplier	Local app.	Local app. delegation	Local approval on	Amount	Equivalent cost in EURO
UXX00015		MAINTENANCE CONTRACT	TO BE FINALLY APPROVED	01/01/2000	TESAN S.P.A.	TEST3		20/07/2009	160 EUR	160 EUR
UXX00016		MAINTENANCE CONTRACT	TO BE FINALLY APPROVED	01/01/2000	TESAN S.P.A.	TEST	TEST2	20/07/2009	160 EUR	160 EUR
UXX00017		MAINTENANCE CONTRACT	TO BE FINALLY APPROVED	20/07/2009	TESAN S.P.A.	TEST3		20/07/2009	160 EUR	160 EUR
UXX00018		MAINTENANCE CONTRACT	TO BE FINALLY APPROVED	20/07/2009	TESAN S.P.A.	TEST3		20/07/2009	160 EUR	160 EUR
UXX00028		SPARE PARTS FOR IMMEDIATE USE	TO BE FINALLY APPROVED	12/02/2010	DRAEGER MEDICAL UK LTD	BERGAMASCO		12/02/2010	150 EUR	150 EUR

Back

Final approval (3/3)

from central button used for FINAL approval, you will go to the following page:


SPARE PARTS FOR IMMEDIATE USE , Order UXX00028
Order status: TO BE FINALLY APPROVED
Order cost type : Regular order
Locally approved by BERGAMASCO on 12/02/2010
Subtotal: 150.00 EUR , Regular order
User of role LA
Open INTERNAL NOTE space to add any further information if necessary.
See order:
Modify order:
Final approval
Choose new order status
CANCELLED
Save new status
Back

To see order, modify, submit or replay to original sender for further modifications or cancellation.

OUTGOING DELIVERY NOTES (DN) AND TECHNICAL REPORTS (TR) BY SUPPLIERS

TBS Group, Clinical Engineering Technical Operations

GOODS/TECHNICAL SERVICE RECEPTION AND TD/TR REGISTRATION

After the order is shipped to the supplier by the purchasing office (if above the threshold) or by the CED (if below the threshold), the order is in status: **AWAITING DELIVERY / INTERVENTION**.

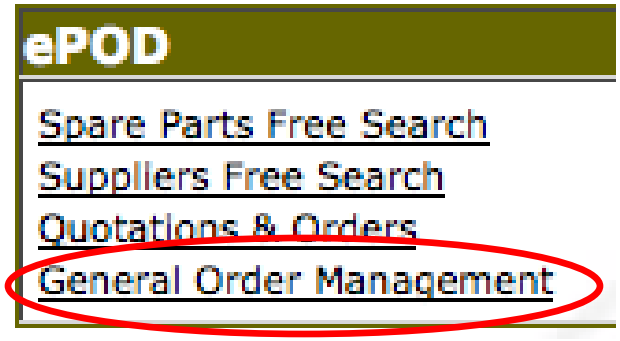
The ordered goods are subsequently sent by the supplier, accompanied by the **DN** (delivery note), or the required technical intervention is executed by the supplier, with a following **TR** (technical report) if c/o our Site/Hospital, or **TR + DN** of the repaired equipment if c/o its centre.

The registration of the **Delivery Note / Technical Report** is a very important operation in the "life" of the order/intervention, as this will enable it to move to the state **AWAITING INVOICE**, for the registration of the invoice, and will make spare parts available in the "computer warehouse", therefore it is necessary that this operation is performed in **real time**.

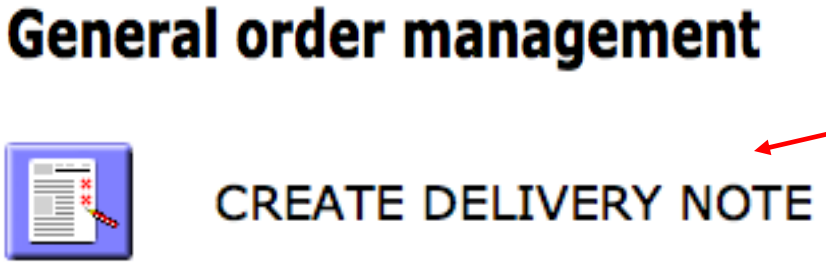
The cases that will arise will be the following:

A	COMPLETE AND SINGLE DELIVERY	1	ORD / INT	=	1	DN / TR
B	PARTIAL DELIVERY	1	ORD / INT	=	2 or +	DN / TR
C	MULTIPLE DELIVERY	2 or +	ORD / INT	=	1	DN / TR

DN/TR REGISTRATION



1. From the main form click **General Order Management**, and after the LOGIN the **Order Management** window will appear



2. Click **CREATE DELIVERY NOTE** to select the processed order and register the DN/TR

3. Click **SEARCH A DELIVERY NOTE** for the possible modification of the DN/RT registration

DN/TR REGISTRATION: case A

COMPLETE AND SINGLE DELIVERY 1 ORD/INT = 1 DN/TR

Ater clicking the **CREATE DELIVERY NOTE** button, the order / intervention selection form will appear:

ORDER SELECTION

1. Type the ORD/INT number

2. Click the SEARCH button

3. Select the found ORD/INT

Warning: fields marked with a red asterisk are MAN

Order ID	UXX00024
Supplier	Select a supplier
From	01/01/1970
To	19/01/2010
Site*	Any site

Search

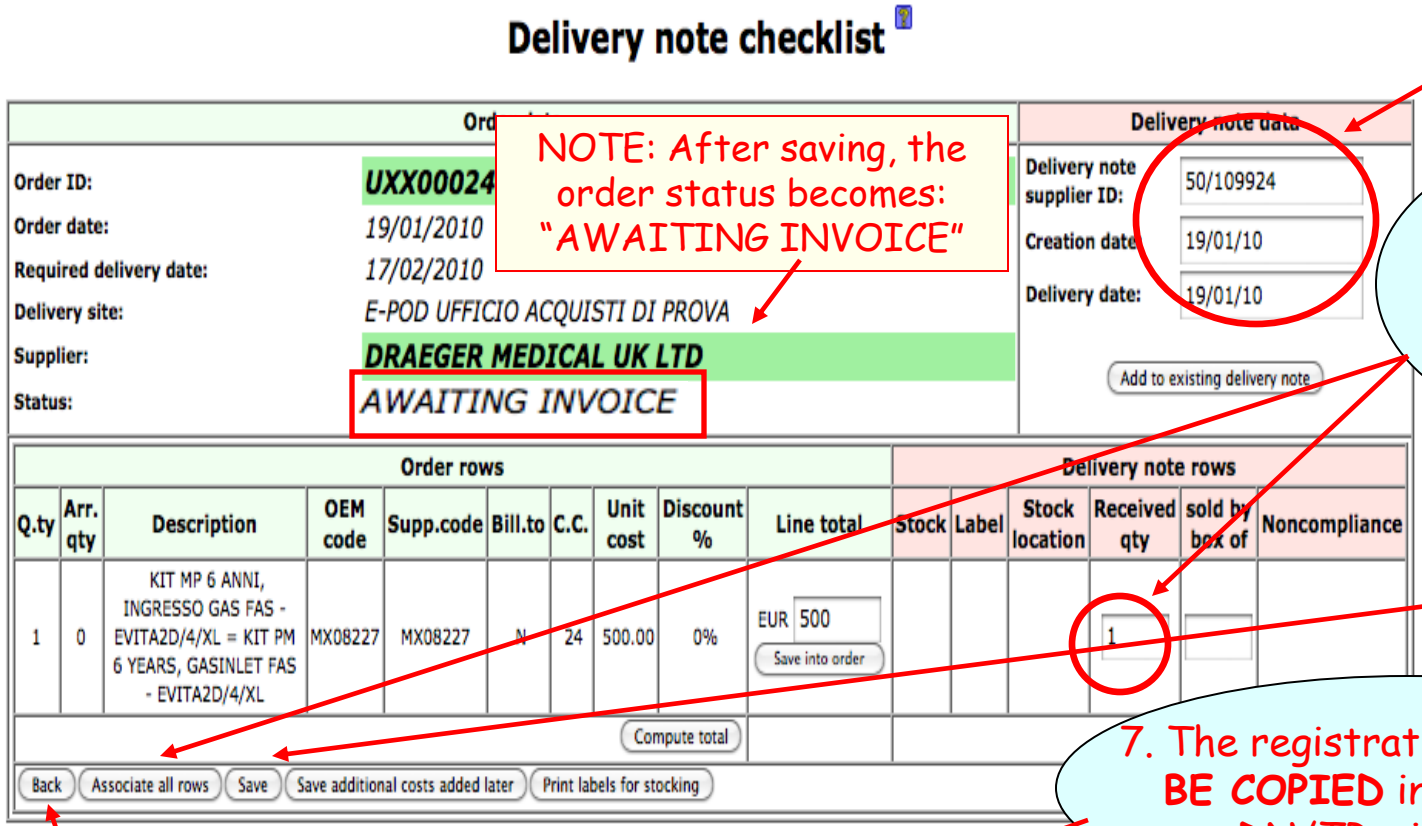
Back

Order ID	Choose	Order type	Order status	Date	Supplier
UXX00024		SPARE PARTS FOR IMMEDIATE USE	TO BE DELIVERED	19/01/2010	DRAEGER MEDICAL UK LTD

Back

DN/TR REGISTRATION: case A

COMPLETE AND SINGLE DELIVERY 1 ORD/INT = 1 DN/TR



NOTE: After saving, the order status becomes: "AWAITING INVOICE"

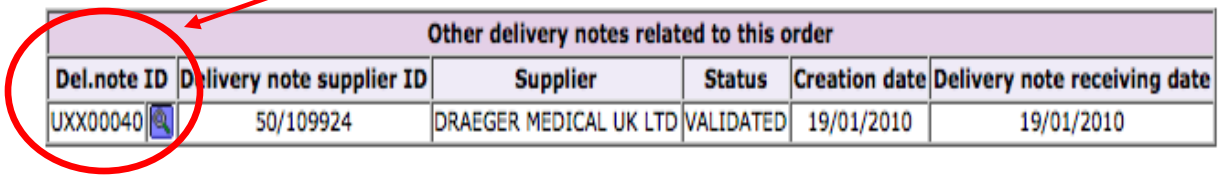
4. Introduce the DN/TR data

5. Introduce the received quantity (or click the "Associate all rows" button)

6. Click the "Save" button

7. The registration number **TO BE COPIED** in the original DN/TR will appear

8. Click the "Back" button to introduce new registrations



DN/TR REGISTRATION: case B

PARTIAL DELIVERY 1 ORD/INT = 2 or + DN/TR

After clicking the **Create Delivery Note** button, the order/intervention form will appear:

ORDER SELECTION

1. Type the ORD/INT number

2. Click the SEARCH button

3. Select the found ORD/INT

Warning: fields marked with a red asterisk are MAND

Order ID	UXX00025
Supplier	Select a supplier
From	01/01/1970
To	19/01/2010
Site*	Any site

Search

Back

Order ID	Choose	Order type	Order status		Supplier
UXX00025		SPARE PARTS FOR THE STOCK	TO BE DELIVERED	19/01/2010	DRAEGER MEDICAL UK LTD

Back

DN/TR REGISTRATION: case B

PARTIAL DELIVERY 1 ORD/INT = 2 or + DN/TR

Delivery note checklist

Order		Delivery note data	
Order ID:	UXX00025	Delivery note supplier ID:	1230012
Order date:	19/01/2010	Creation date:	19/01/10
Required delivery date:	17/02/2010	Delivery date:	19/01/10
Delivery site:	E-POD UFFICIO A	Add to existing delivery note	
Supplier:	DRAEGER MEDICAL UK LTD		
Status:	PARTIALLY DELIVERED/COMPLETED		

NOTE: After saving, the order status becomes: "PARTIALLY DELIVERED/COMPLETED"

4. Introduce the 1° DN/TR data

5. Introduce ONLY the received quantity

6. . Click the "Save" button

Order rows									Delivery note rows					
Q.ty	Arr. qty	Description	OEM code	Supp.code	Bill.to	C.C.	Unit cost	Discount %	Line total	Stock	Label	Stock location	Received qty	sold by box of	Noncompliance
1	0	VALVOLA ESPIRATORIA, BIANCA = EXPIRATORY VALVE, WHITE	8410580	423163	N	24	400.00	0%	EUR 400 Save into order			Unspecified	1		
1	0	CAVO SENSORE CO^2 = CABLE CO^2-SENSOR	8306766	8306766	N	24	262.10	0%	EUR 262.10 Save into order			Unspecified	1		
1	0	MODULO HPSV O^2 = VALVE HPSV O^2	8412126	8412126	N	24	1495.00	0%	EUR 1495 Save into order			Unspecified	0		
									Compute total						

Back | Associate all rows | Save | Save additional costs added later | Print labels for stocking

7. The registration number **TO BE COPIED** in the original DN/TR will appear

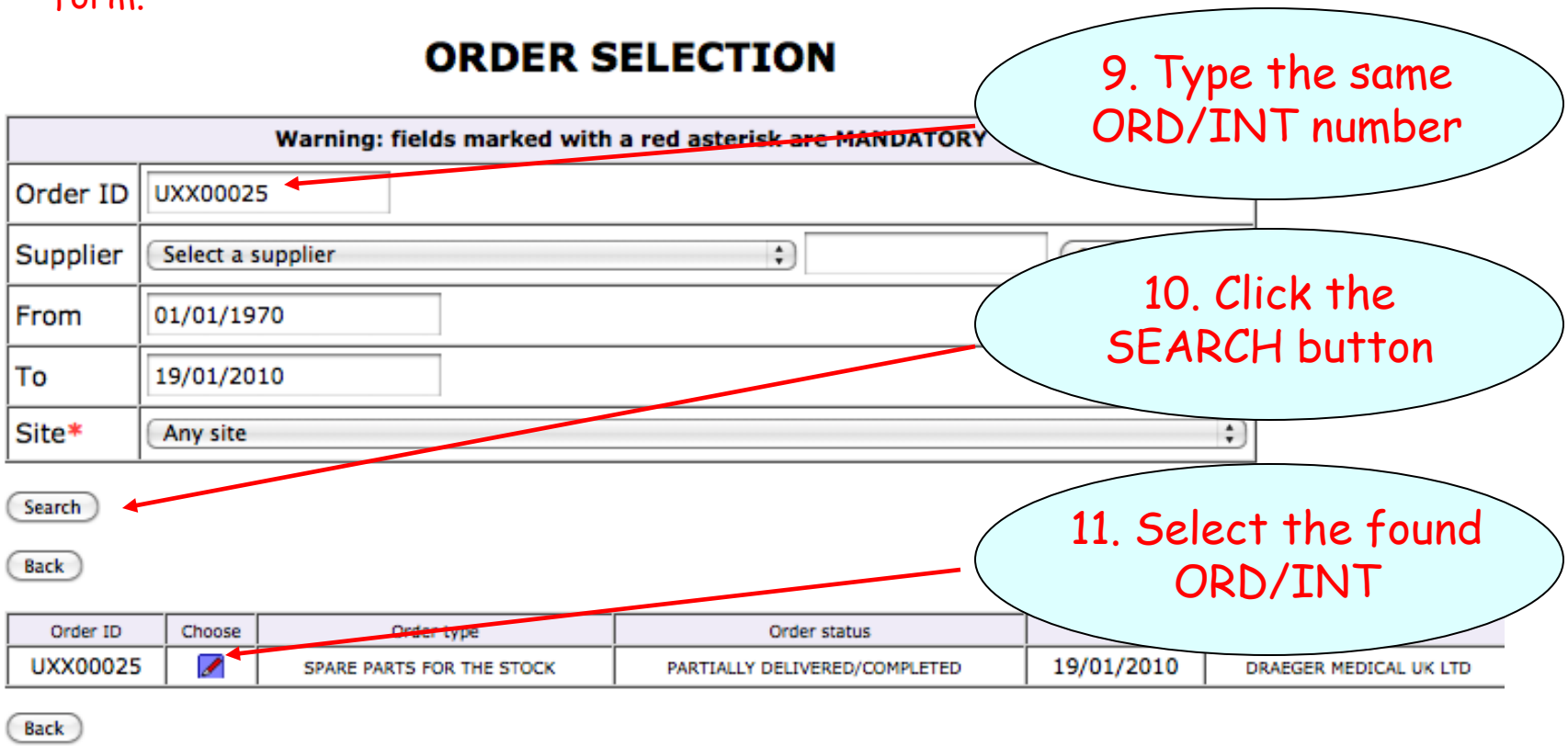
8. Click the "Back" button to introduce the 2nd DN/TR

Other delivery notes related to this order					
Del.note ID	Delivery note supplier ID	Supplier	Status	Creation date	Delivery note receiving date
UXX00041	1230012	DRAEGER MEDICAL UK LTD	VALIDATED	19/01/2010	19/01/2010

DN/TR REGISTRATION: case B

PARTIAL DELIVERY 1 ORD/INT = 2 or + DN/TR

When the next share of the ordered goods arrives, go back to the same order selection form.



DN/TR REGISTRATION: case B

PARTIAL DELIVERY 1 ORD/INT = 2 or + DN/TR

Note: Already received quantity

NOTE: After saving, the order status becomes: "AWAITING INVOICE"

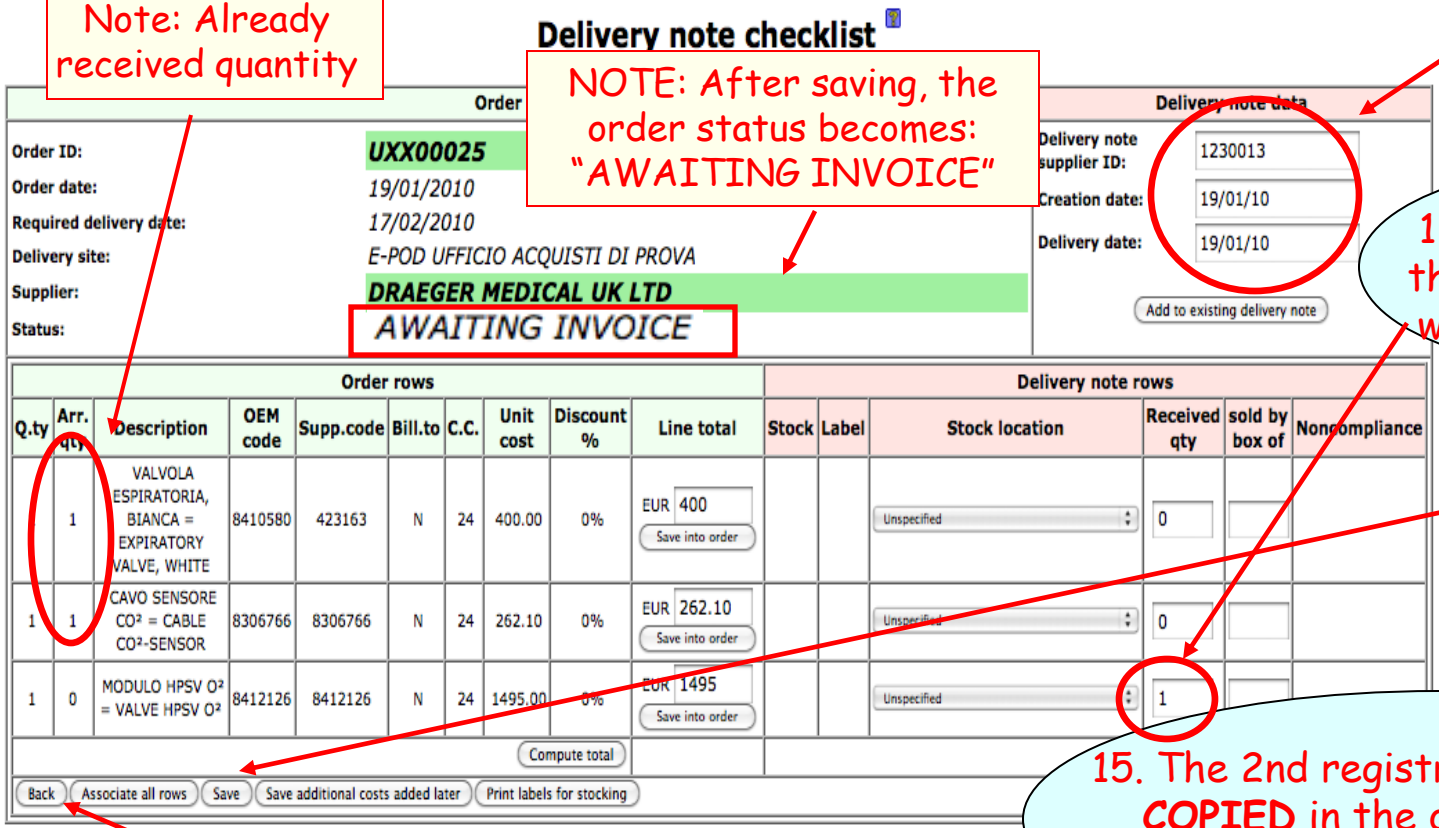
12. Introduce the 2° DN/TR data

13. Introduce ONLY the quantity received with the 2° DN/TR

14. Click the "Save" button

15. The 2nd registration number **TO BE COPIED** in the original DN/TR will appear together with the previous registration

16. Click the "Back" button to introduce new registrations



Delivery note checklist

Order

Order ID:	UXX00025
Order date:	19/01/2010
Required delivery date:	17/02/2010
Delivery site:	E-POD UFFICIO ACQUISTI DI PROVA
Supplier:	DRAEGER MEDICAL UK LTD
Status:	AWAITING INVOICE

Delivery note data

Delivery note supplier ID:	1230013
Creation date:	19/01/10
Delivery date:	19/01/10

Add to existing delivery note

Order rows

Q.ty	Arr. qty	Description	OEM code	Supp.code	Bill.to	C.C.	Unit cost	Discount %	Line total
	1	VALVOLA ESPIRATORIA, BIANCA = EXPIRATORY VALVE, WHITE	8410580	423163	N	24	400.00	0%	EUR 400 Save into order
1	1	CAVO SENSORE CO^2 = CABLE CO^2-SENSOR	8306766	8306766	N	24	262.10	0%	EUR 262.10 Save into order
1	0	MODULO HPSV O^2 = VALVE HPSV O^2	8412126	8412126	N	24	1495.00	0%	EUR 1495 Save into order

Compute total

Delivery note rows

Stock	Label	Stock location	Received qty	sold by box of	Noncompliance
		Unspecified	0		
		Unspecified	0		
		Unspecified	1		

Back | Associate all rows | Save | Save additional costs added later | Print labels for stocking

Other

Del.note ID	Delivery note supplier ID	Supplier			Delivery note receiving date
UXX00041	1230012	DRAEGER MEDICAL UK LTD	VALIDATED	19/01/2010	19/01/2010
UXX00042	1230013	DRAEGER MEDICAL UK LTD	VALIDATED	19/01/2010	19/01/2010

DN/TR REGISTRATION: case C

MULTIPLE DELIVERY 2 or + ORD/INT = 1 DN/TR

After clicking the **Create Delivery Note** button, the order/intervention form will appear:

ORDER SELECTION

1. Type the number of the **FIRST** ORD/INT

2. Click the SEARCH button

3. Select the found ORD/INT

Warning: fields marked with a red asterisk are M

Order ID	UXX00026
Supplier	Select a supplier
From	01/01/1970
To	19/01/2010
Site*	Any site

Search

Back

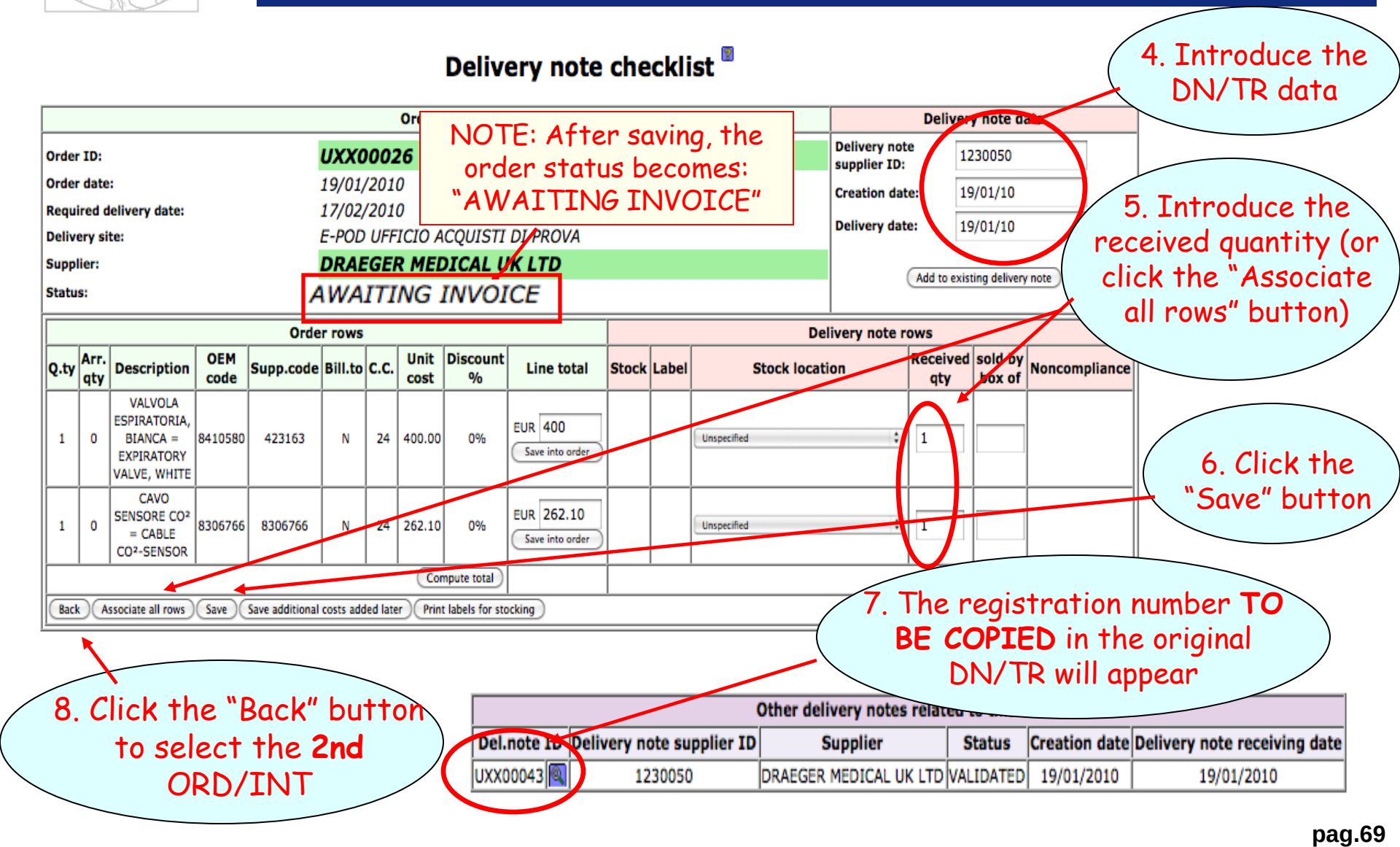
Order ID	Choose	Order type	Order status	Date	Supplier
UXX00026		SPARE PARTS FOR THE STOCK	TO BE DELIVERED	19/01/2010	DRAEGER MEDICAL UK LTD

Back

DN/TR REGISTRATION: case C

MULTIPLE DELIVERY 2 or + ORD/INT = 1 DN/TR

TELEMATIC AND BIOMEDICAL SERVICES


Delivery note checklist
Order ID: UXX00026
Order date: 19/01/2010
Required delivery date: 17/02/2010
Delivery site: E-POD UFFICIO ACQUISTI DI PROVA
Supplier: DRAEGER MEDICAL UK LTD
Status: AWAITING INVOICE
NOTE: After saving, the order status becomes: "AWAITING INVOICE"
Delivery note supplier ID: 1230050
Creation date: 19/01/10
Delivery date: 19/01/10
Add to existing delivery note
Order rows
Delivery note rows
Q.ty | Arr. qty | Description | OEM code | Supp.code | Bill.to | C.C. | Unit cost | Discount % | Line total | Stock | Label | Stock location | Received qty | sold by box of | Noncompliance
1 | 0 | VALVOLA ESPIRATORIA, BIANCA = EXPIRATORY VALVE, WHITE | 8410580 | 423163 | N | 24 | 400.00 | 0% | EUR 400 Save into order | Unspecified | 1
1 | 0 | CAVO SENSORE CO² = CABLE CO²-SENSOR | 8306766 | 8306766 | N | 24 | 262.10 | 0% | EUR 262.10 Save into order | Unspecified | 1
Compute total
Back
Associate all rows
Save
Save additional costs added later
Print labels for stocking
Other delivery notes related to
Del.note ID | Delivery note supplier ID | Supplier | Status | Creation date | Delivery note receiving date
UXX00043 | 1230050 | DRAEGER MEDICAL UK LTD | VALIDATED | 19/01/2010 | 19/01/2010

4. Introduce the DN/TR data

5. Introduce the received quantity (or click the "Associate all rows" button)

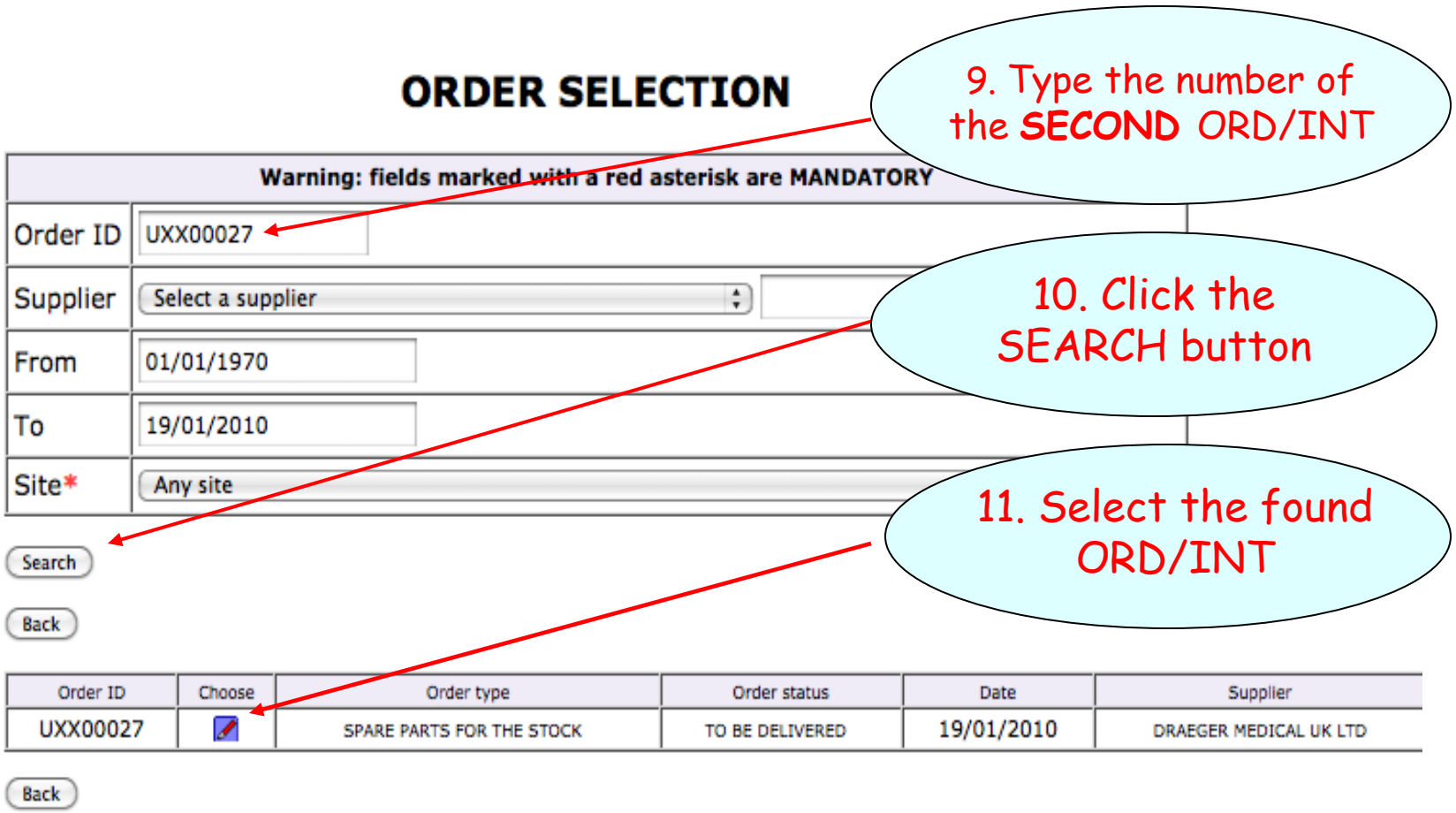
6. Click the "Save" button

7. The registration number **TO BE COPIED** in the original DN/TR will appear

8. Click the "Back" button to select the **2nd** ORD/INT

DN/TR REGISTRATION: case C

MULTIPLE DELIVERY 2 or + ORD/INT = 1 DN/TR

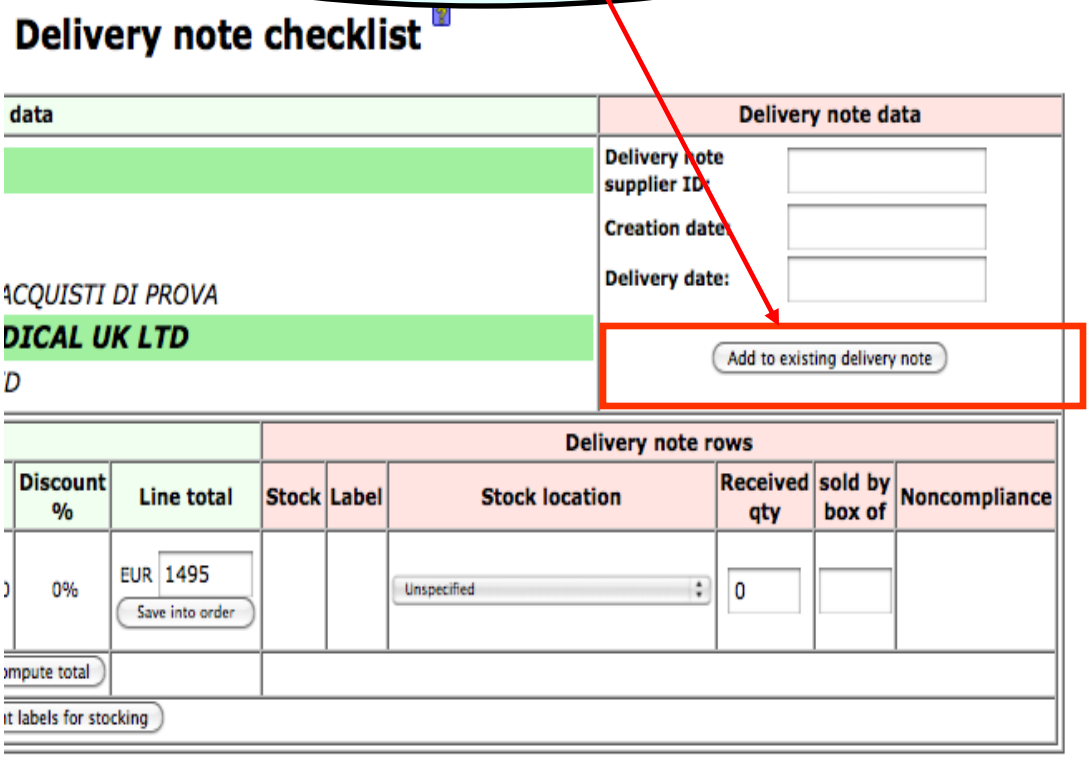


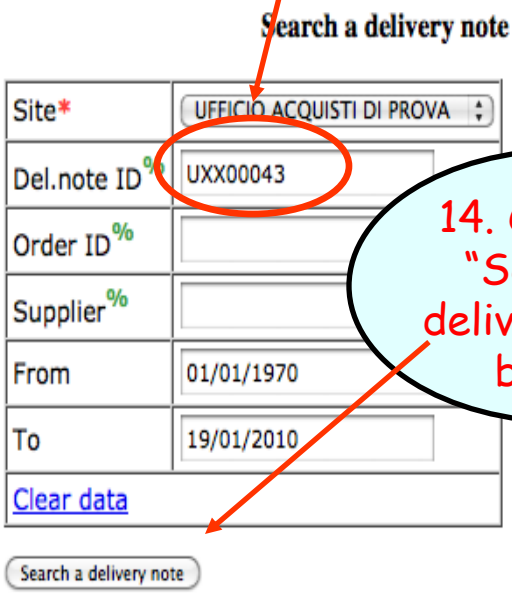
DN/TR REGISTRATION: case C

MULTIPLE DELIVERY 2 or + ORD/INT = 1 DN/TR

12. In the "Delivery note checklist" form, click the "**Add to existing delivery note**" button

13. The "Search a delivery note" form will automatically appear with the DN/TR number just registered related to the FIRST ord/int





14. Click the "Search a delivery note" button

15. Select the found DN/TR

DN/TR REGISTRATION: case C

MULTIPLE DELIVERY 2 or + ORD/INT = 1 DN/TR

NOTE: After saving, the order status becomes: "AWAITING INVOICE"

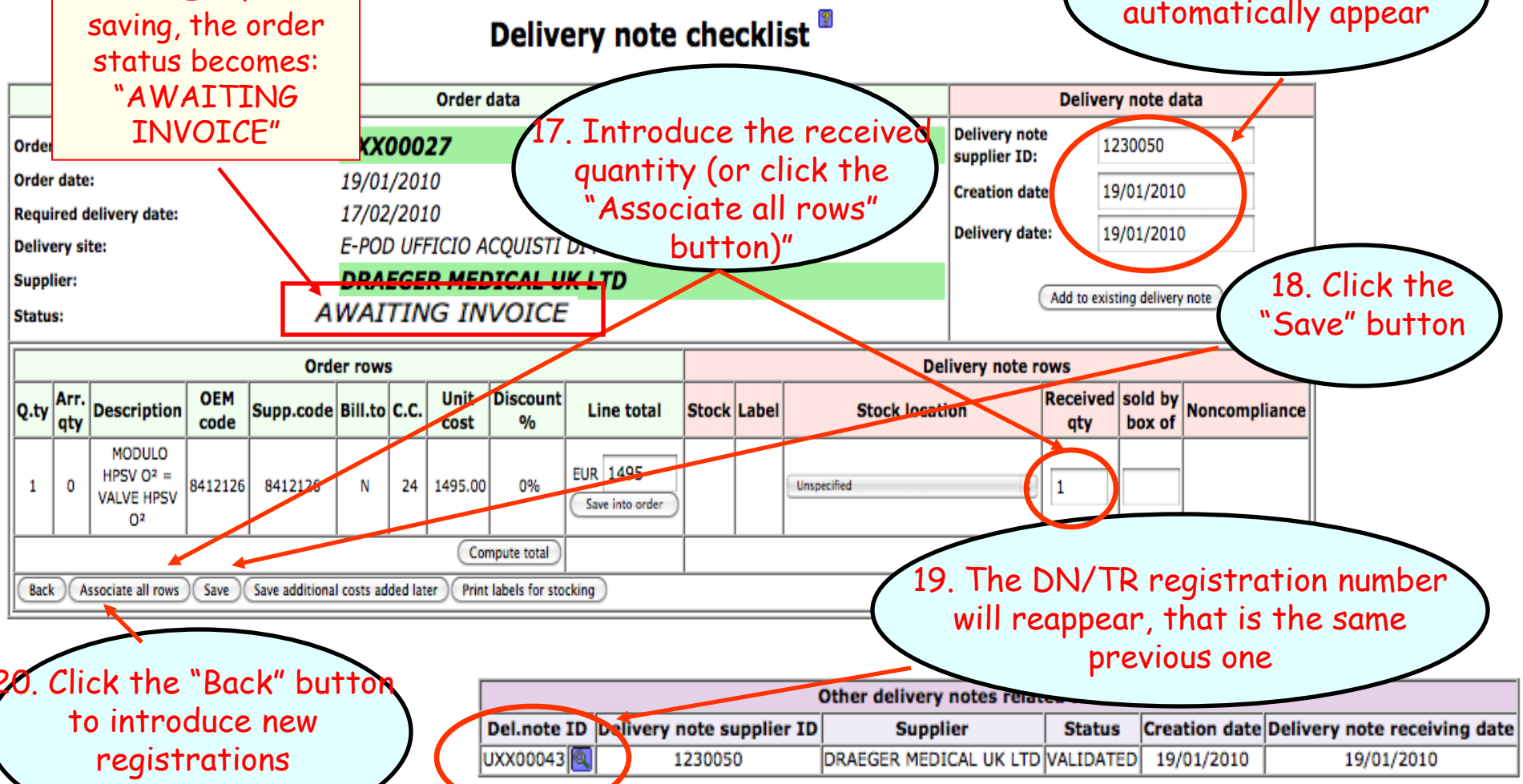
16. The DN/TR data will automatically appear

17. Introduce the received quantity (or click the "Associate all rows" button)"

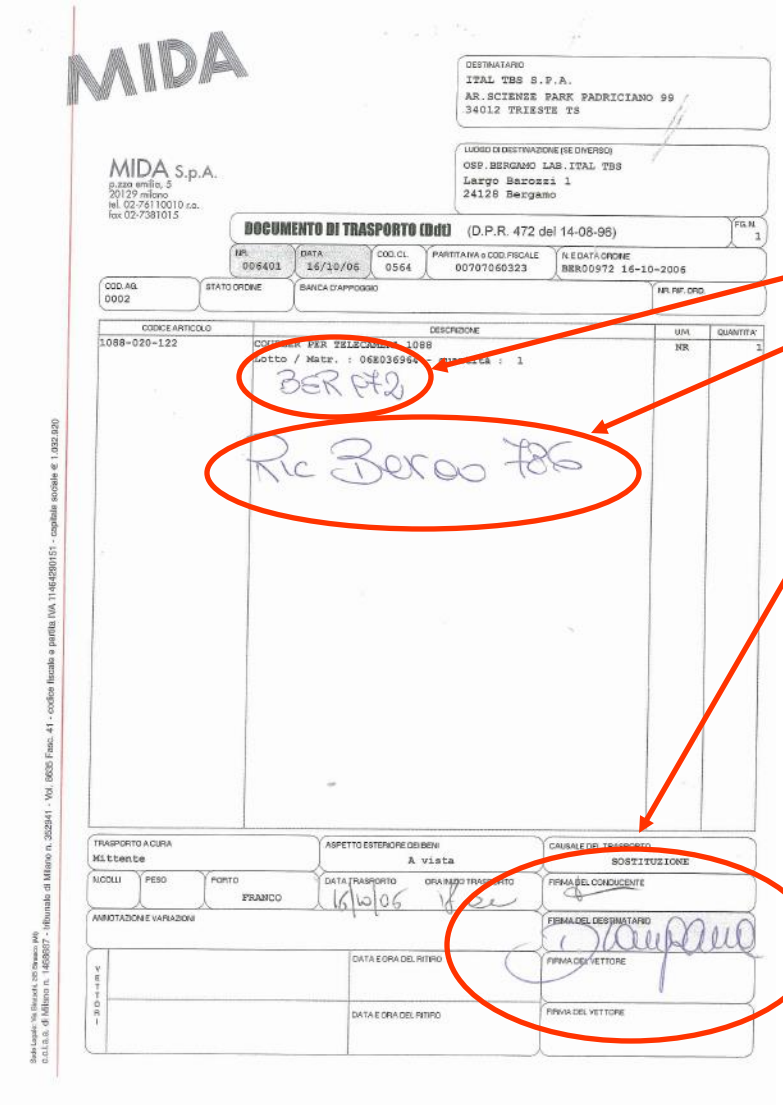
18. Click the "Save" button

19. The DN/TR registration number will reappear, that is the same previous one

20. Click the "Back" button to introduce new registrations



DN/TR REGISTRATION: example of a DN registered and delivered to the purchasing office


MIDA

MIDA S.p.A.
p.zza emilio, 5
20129 milano
tel. 02-76110010 r.a.
fax 02-7381015

DESTINATARIO
ITAL TBS S.P.A.
AR.SCIENZE PARK PADRICIANO 99
34012 TRIESTE TS

LUOGO DI DESTINAZIONE (SE DIVERSO)
OSP.BERGAMO LAB.ITAL TBS
Largo Barozzi 1
24128 Bergamo

DOCUMENTO DI TRASPORTO (DdT) (D.P.R. 472 del 14-08-96)

NR.	DATA	COD.CL.	PARTITA IVA o COD.FISCALE	N.E DATA ORDINE
006401	16/10/06	0564	00707060323	BER00972 16-10-2006

COD.AG. 0002 | STATO ORDINE | BANCA D'APPOGGIO | NR.RIF.ORD.

CODICE ARTICOLO	DESCRIZIONE	U.M.	QUANTITA'
1088-020-122	CONTAINER PER TELECOMM. 1088 Lotto / Matr. : 06E03696[illegible] - [illegible] : 1	NR	1

BER 972

Ric Bergo 16/10

TRASPORTO A CURA: Mittente | ASPETTO ESTERIORE DEI BENI: A vista | CAUSALE DEL TRASPORTO: SOSTITUZIONE
COLLI | PESO | PORTO: FRANCO | DATA TRASPORTO: 16/10/06 | ORA INIZIO TRASPORTO | FIRMA DEL CONDUCENTE
ANNOTAZIONE VARIAZIONI | FIRMA DEL DESTINATARIO
DATA E ORA DEL RITIRO | FIRMA DEL VETTORE
DATA E ORA DEL RITIRO | FIRMA DEL VETTORE

The DN/TR must be delivered each Monday to the purchasing office; they must always carry the following information:

Complete ORDER (abbreviation + number)

Complete DN/TR registration (abbreviation + number)

SIGNATURE of the person receiving the goods or registering the DN/TR

P.S. Regarding interventions, if there's more than one TR, only the final must be loaded into the portal, but all the TRs must be sent to the headquarters complete with all the above directions.

Note: the supplier issuing a technical report may in some cases miss out writing the TR number. In this case the number of our intervention, with its abbreviation, must be introduced in the portal.

Purchasing Orders User Manual
COST CONTROL

TBS Group, Clinical Engineering Technical Operations

COST CONTROL
"COST METERS"

A module for cost analysis in relation to the allocated budget was implemented on the system.

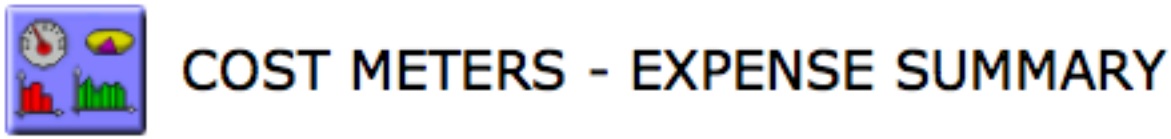
The purpose of this section is to provide the RCO a tool to assess in real time the evolution of the overall cost of spare parts and interventions compared with the allocated budget.

Data refer to:

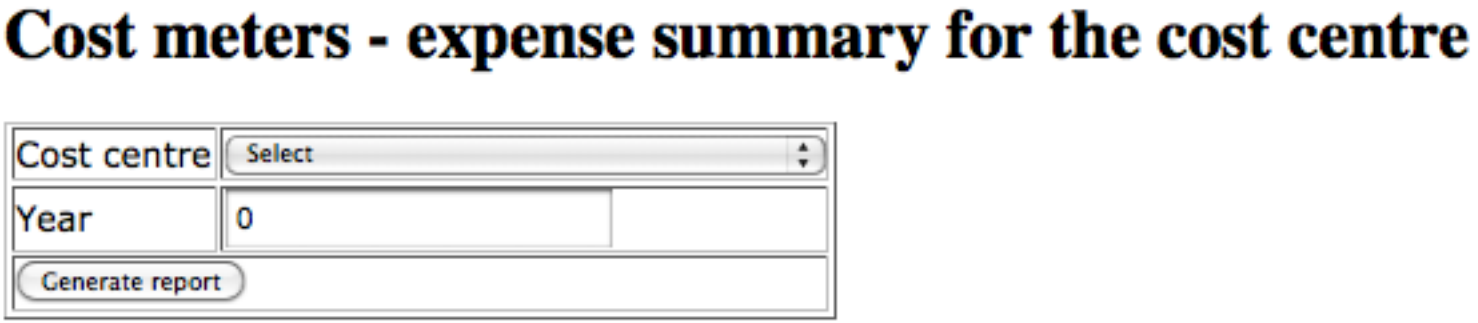
- orders: **"AT COST PRICE"**
- orders: re-invoice **A** and **N** (as the allocated budgets)
- orders: from allocated "**local approval**" and besides
- intervention orders: external with 0€ value (waiting closure) are valued **1250€**
- endoscopy orders: internal with 0€ value (waiting closure) are valued **800€**
- jurisdiction of the costs is assigned **based on order date** (therefore, the monthly values will be different from those indicated by the Management Control, since the latter grounds the cost accounting on the billing date).
- The module is visible to users with role **L2** (Operations Center Responsible), **L3** (Technical Responsible) and **LA** (Administrative Responsible)

From the HomePage, click "Quotations & Orders"

You'll have access to the form for selecting the type of orders, where the last button gives access to the new section:



Then select the cost centre and insert the year under analysis:



The analyzed items are the following:

Voce	
PREST.TEC.INT./ENDO INT.	**External suppliers interventions and internal endoscopy interventions.**
PREST.TEC.VERIF.	**Safety checks, preventive maintenance, multiple quality control**
RICA/MINUT.	**Costs of “warehouse spare parts” and “intervention spare parts” and small hardware**

N.B.: Please note that all parts included as additional cost of external service interventions are counted in the TECHNICAL INTERVENTIONS account.

The first section shows the annual summary

Riepilogo annuale - Anno 2006 - Commessa xxxxxx

Data odierna: venerdì 14 aprile 2006
Giorno dell'anno per questa commessa: 103 su 360

Voce	Importo speso ad oggi	Budget disponibile ad oggi	Budget consumato ad oggi	Budget disponibile per l'intero anno	Budget consumato sull'intero anno
PREST.TEC.INT./ENDO INT.	21436.21	13506.73	158.7%	47208.00	45.4%
PREST.TEC.VERIF.	0.00	0.00	0.0%	0.00	0.0%
RICA/MINUT.	2732.76	5515.08	49.5%	19276.00	14.1%
TOTALE	24168.97	19021.81	127.0%	66484.00	36.3%

Nota: nei costi per "prestazioni tecniche su intervento" è inserito il costo stimato per 6 ordini d'intervento senza costo

The first section shows the annual summary up to the current date, comparing the budget currently available to the current expenditures and to the percentages of "consumption".

The last line "Notes:" shows the number of interventions valued 1250€ or 800€ according to the type.

The second section shows the monthly summary

Riepilogo mensile - Anno 2006 - Commessa xxxxxxx

	Gennaio			Febbraio			Marzo		
	importo	budget	%	importo	budget	%	importo	budget	%
PREST.TEC.INT./ENDO INT.	10696.00	3934.00	271.0%	4746.80	3934.00	120.0%	5993.41	3934.00	152.0%
PREST.TEC.VERIF.	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
RICA/MINUT.	240.00	1606.33	14.0%	2206.76	1606.33	137.0%	286.00	1606.33	17.0%
TOTALE MESE	10936.00	5540.33	197.3%	6953.56	5540.33	125.5%	6279.41	5540.33	113.3%

	Aprile			Maggio			Giugno		
	importo	budget	%	importo	budget	%	importo	budget	%
PREST.TEC.INT./ENDO INT.	0.00	3934.00	0.0%	0.00	3934.00	0.0%	0.00	3934.00	0.0%
PREST.TEC.VERIF.	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%
RICA/MINUT.	0.00	1606.33	0.0%	0.00	1606.33	0.0%	0.00	1606.33	0.0%
TOTALE MESE	0.00	5540.33	0.0%	0.00	5540.33	0.0%	0.00	5540.33	0.0%

The second section shows the same data structure broken down by month!

.XLS FORMAT DATA EXPORT

ORDER SEARCH

From "ORDER SEARCH", after a search is made:

Order ID	Modify	Order type	Order status	Date	Supplier	Rows	Bill.to N	Bill.to A	Bill.to H	Bill.to X	Line total
UXX00027		SPARE PARTS FOR THE STOCK	AWAITING INVOICE	19/01/2010	DRAEGER MEDICAL UK LTD	1/1	1495.00	0.00			
UXX00026		SPARE PARTS FOR THE STOCK	AWAITING INVOICE	19/01/2010	DRAEGER MEDICAL UK LTD	2/2	662.10	0.00			
UXX00025		SPARE PARTS FOR THE STOCK	AWAITING INVOICE	19/01/2010	DRAEGER MEDICAL UK LTD	3/3	2157.10	0.00			
UXX00024		SPARE PARTS FOR IMMEDIATE USE	AWAITING INVOICE	19/01/2010	DRAEGER MEDICAL UK LTD	1/1	500.00	0.00			

Note: All amounts are expressed in EURO

Generate Excel report

Completed

Click "Generate Excel report" ad the following pop-up window will open:

Then download the report!

ORDERS REINVOICING

The re-invoicing of orders is a very important step in managing the contract, the possible values are as follows:

N = NONE these costs are borne entirely by TBS.

A = ATI These costs are borne by the ATI (Temporary Companies Association) and in proportion according to the allocations agreed with partners. The portal “knows” the proportion and who generates the order will not have to worry about the value of re-invoicing.

H = HOSPITAL/CUSTOMER these are costs that are initially supported by ItalTBS then re-invoiced to the customer according to framework agreements / contracts predetermined during the contract stipulation. The portal "knows" the rates of re-invoicing and who generates the order will not have to worry about the value of re-invoicing.

ORDERS REINVOICING

X = HBS = HOURLY BILLED SERVICES includes **SPOT** activities (limited in time, which have no continuity) that are delivered to the customer in the form of:

- Corrective maintenance, installation of devices, safety checks, quality controls, painting of the premises, other, …

(if the extra is a continuous activity over time, or is a business with turnover of more than 10.000 €, you must promptly send to the Office of Management Control the information necessary to evaluate the possible opening of a new cost centre)

- Supply of spare parts and consumables
- Supply and installation of spare parts

These activities **<u>are not covered by the contract</u>** but are agreed directly with the customer as an extra.

Note: The value of re-invoicing is agreed from time to time with the customer.

ORDERS REINVOICING

HBS types:

1. Supply of SPARE PARTS / CONSUMABLES
2. Supply and INSTALLATION (labor) of SPARE PARTS / CONSUMABLES
3. Provision of activities involving external LABOR ONLY (eg safety checks by contractors)
4. Provision of activities involving TBS LABOR ONLY

Only in cases 1, 2 and 3, the information is inserted in the portal for what concerns the part of the acquisition, and ended with the ACCOUNTING DEPARTMENT

Case 4 is directly managed with the ACCOUNTING DEPARTMENT